



NORTHWEST FLORIDA
STATE COLLEGE

BUDGET & OPERATING PLANS

2025 - 2026 Fiscal Year



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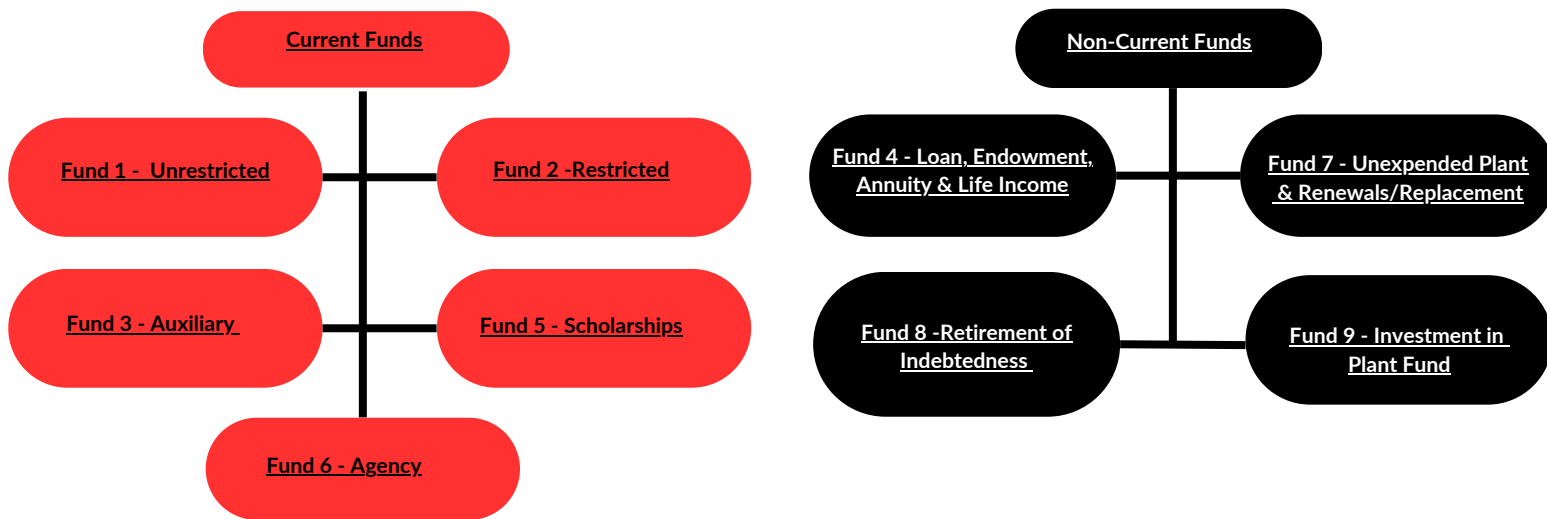
LYNDSI STEVENS

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FUND ACCOUNT & FUNCTIONAL DESCRIPTIONS

Fund Descriptions



The colleges utilize fund accounting which is a system by which resources are allocated to and accounted for as a separate entity (fund) according to the purpose for which resources may be used in accordance with limitations, regulations or restrictions imposed by sources outside the institution or the governing board. A fund is an accounting entity with a self balancing set of accounts consisting of assets, liabilities, fund balance and changes in the fund balance.

Fund 1 - Current Funds - Unrestricted

This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college. The only restrictions on the resources of this fund are those imposed by law, regulation or the budget. Staff and Program Development funds shall be recorded in this fund, subject to applicable rules and regulations. Other reserved funds, such as course fees, shall be accounted for in the same manner. Resources accounted for in this fund have no restrictions imposed by external agencies and it is anticipated that such resources will be utilized in the near term. All direct instructional activities of the college are accounted for in this fund or the Current Funds-Restricted as appropriate. All state appropriated general revenues and lottery funds are reported in this fund.

Fund 2 - Current Funds - Restricted

As in Fund 1, this fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college, however, such resources have been restricted by the donors or other outside agencies. Local Board of Trustees may not create restricted funds; the restrictions must be imposed by agencies or individuals outside the college. Examples of restricted current funds would be gifts or grants received which may be used only for specified purposes or programs.

Restricted funds received for constructions, loans or scholarships are not credited to this fund since they are not available for current operations. Likewise, course fees, financial aid fees, parking fees, etc. are not accounted for in this fund. Legislatively imposed categorical funds shall be recorded in this fund and expenditures or transfers accounted for thereto. The Division for the Florida's College System shall identify annually, those categorical funds which are subject to being recorded in this fund. Student activity and service fees may be recorded in this fund and expenditures or transfers accounted for thereto. Additionally, the Charter High Schools are included in this fund for annual reporting purposes however they are tracked separate from other restricted funds throughout the year.

Fund 3 - Auxiliary Funds

Auxiliary enterprises are established primarily to provide non - instructional services for sale to students, faculty, staff and which are intended to be self - supporting. The general public may be incidentally served by auxiliary enterprises, although that is not their primary purpose. Fees charged by auxiliary enterprises are related to, but not necessarily equal to, the cost of the goods or services provided. Service departments may be accounted for in this fund if it is the policy of the college to operate the department on a self-supporting basis. This would require that the charges for the goods or services of the service department be adequate to recover all costs of operation including personnel expense. If it is the policy of the college to recover less than the full cost of operation of the service department, it should be accounted for in Fund 1. Service departments are those established to serve other departments of the institution and not to serve faculty, staff or the general public.

Fund 4 - Loan, Endowment, Annuity and Life Income Funds

Loan funds are those resources available for loans to students regardless of whether the institution is responsible for the collection of the loan. Interest earned on loans as well as income and gains from investments of loan funds should also be accounted for in this fund. Endowment funds are those for which an outside agency or source stipulated that the principal of the fund is not expendable. Term endowments are accounted for as regular endowments, except that all or part of the principal may be expended after passage of a stated period of time or the occurrence of a particular event. Quasi-endowments are funds that the governing board, rather than an outside agency, has determined to be retained and invested. The principal and income may be utilized at the discretion of the Board, subject to any donor-imposed restrictions on use. Temporarily invested assets of the current or other funds are not quasi-endowments, and should be shown as investments of the current or other funds. Endowment funds of all types are classified as "restricted" if the income may be used only for certain designated purposes, such as scholarships or student loans. They are classified as "unrestricted" if the income may be used without restriction or any purpose by the college. Annuity funds consist of assets acquired by an institution under agreements whereby money or other property is made available to an institution on condition that it bind itself to pay stipulated amounts periodically to the donor or other designated individuals, which payments are to terminate at the time specified in the agreement. Life Income funds consists of charitable remainder trusts for which the institution is trustee and remainder in name. Endowment funds are typically recorded through the college's Foundation and are included in their budget and annual financial statements.

Fund 5 - Scholarship Funds

This fund is used to account for resources available for awards to students which are not in payment for services rendered to the college and will not require repayment to the college. This category includes awards made to students as a result of selection by the institution or from an entitlement program. Recipients of grants are not required to perform a service to the institution nor are they expected to make repayment. If services are required in return for the financial assistance (i.e., College Work Study Program) the charges are not classified as scholarships, but should be charged to the organization or department which received the services. In those instances where the college has custody of the funds, but does not select the recipient and the funds are not based on entitlement, the funds will generally be accounted for in the Agency Fund. Financial Aid Fees shall be recorded in this fund and expenditures or transfers accounted for thereto.

Fund 6 - Agency Funds

This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff organizations/clubs and temporary revenue/expenditure accounts which serve as clearing accounts for the college. Transactions of Agency Funds usually represent charges or credits to the individual asset and liability accounts. If a college wishes to, however, it may use its regular revenue and expenditure codes to record Agency Fund transactions. As a fiscal agent for other entities this fund is eliminated from the annual financial statements and is not included in the annual budget and operating plans.

Fund 7 - Unexpended Plant and Renewals/Replacement Funds

This fund is used to account for resources that are available for the acquisition or construction of physical property to be used for institution purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities. Appropriated funds from the state in the form of Public Education Capital Outlay (PECO) are recorded here. Capital improvement fees are included in this fund as well.

Fund 8 - Retirement of Indebtedness Funds

This fund is used to account for the long - term debt of a college and for the resources which will be used to retire the debt and pay the interest on the obligation(s).

Fund 9 - Invested in Plant Funds

This fund is used to account for the cumulative costs of plant assets and associated liabilities.

Functional Descriptions

The expenditures of Northwest Florida State College are grouped together by various functional categories. These categories are outlined in the State Accounting Manual for Florida 's Colleges and are described below:

Direct Instruction - This function includes formally organized activities designed for the purpose of transmitting knowledge, skills and attitudes to a specifically identified target or clientele group. In Florida's College System, it includes both credit and non-credit instructions in those areas generally referred to as Advance and Professional, Vocational, Developmental and Community Instructional Service.

Academic Support - This function includes activities that directly support, supplement or augment the instructional program of the college. Included in this category are Learning Resources, Academic Administration, Course and Curriculum Development and Academic Professional Personal Development.

Student Support - This function includes those activities provided by the college to assist and provide services for students, as well as to augment certain aspects of the instructional program.

Institutional Support- This function includes those activities undertaken to provide necessary services on a college wide basis. Included in this category are Executive Management, Fiscal Operations, General Administrative and Logistical Services, Administrative and Support Staff Services, and Community Relations.

Physical Plant Operation and Maintenance - This function includes those organizational units which are responsible for the operation and maintenance of the institution's physical facilities.

Student Financial Assistance - Legislated fee waivers for students are charged to this function.

Contingency & Transfers - This function includes budgeted contingencies and expenditures for all transfers.



FUND 1

**CURRENT FUNDS:
UNRESTRICTED**
(Operating Fund)



Northwest Florida State College

Proposed FY 26 Operating Budget by Account

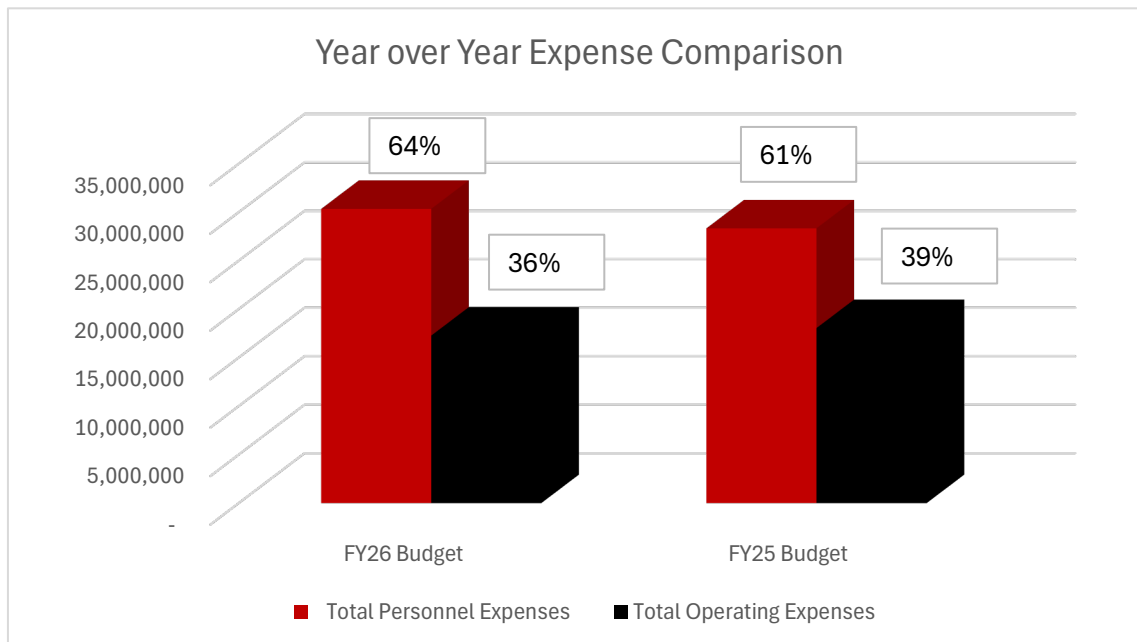
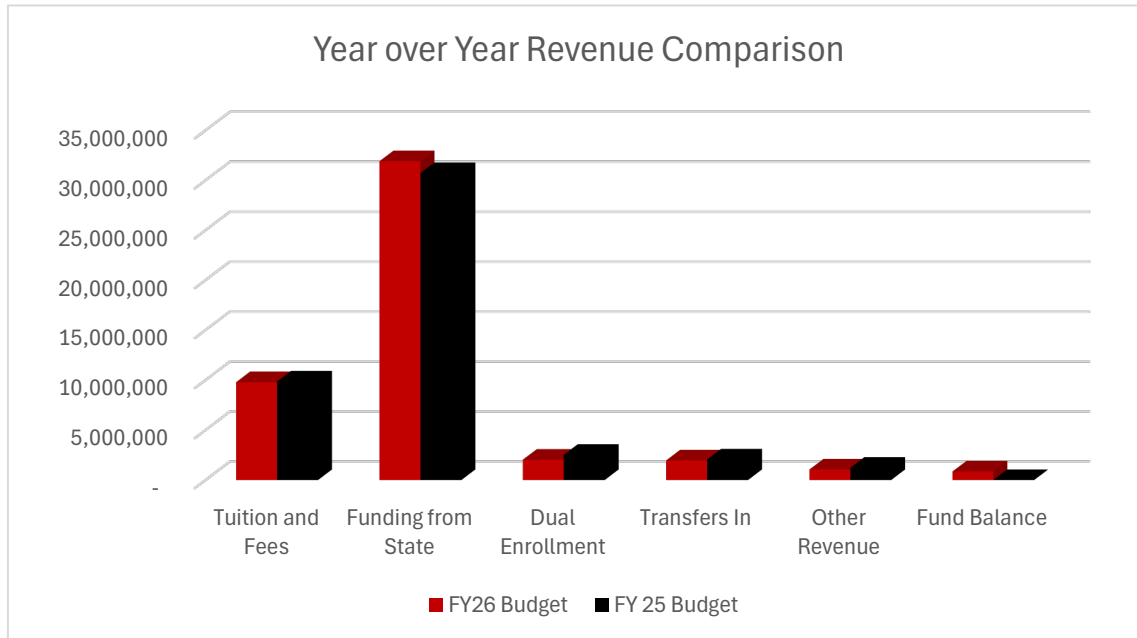
Revenue	FY26 Budget	FY 25 Budget	Change Amount	Change Percent
Tuition and Fees	9,792,877	9,856,655	(63,778)	-1%
Funding from State	31,908,739	30,711,285	1,197,454	4%
Private Gift, Grant, Contracts	542,733	541,184	1,549	0%
Dual Enrollment	1,965,423	2,058,036	(92,613)	-5%
Facility Rentals	141,336	187,290	(45,954)	-25%
Sales & Services	57,000	53,100	3,900	7%
Investment/Interest Income	275,000	350,000	(75,000)	-21%
Miscellaneous Revenue	40,000	97,675	(57,675)	-59%
Transfers In	2,036,381	2,525,000	(488,619)	-19%
Fund Balance - Non Recurring	856,552	-	856,552	0%
Total Revenue	47,616,041	46,380,225	1,235,816	3%

Personnel Expenses	FY26 Budget	FY 25 Budget	Change Amount	Change Percent
Salaries	22,551,457	21,413,011	1,138,446	5%
Fringe Benefits	7,796,207	6,923,784	872,423	13%
Total Personnel Expenses	30,347,664	28,336,795	2,010,869	7%

Operating Expenses	FY26 Budget	FY 25 Budget	Change Amount	Change Percent
Travel	531,460	656,688	(125,228)	-19%
Postage/Printing/Other Exp	205,940	201,535	4,405	2%
Utilities	2,447,252	2,183,987	263,265	12%
Rentals & Bldg. Lease	552,210	377,410	174,800	46%
Repairs & Maint	1,373,405	1,312,855	60,550	5%
Insurance	1,259,484	1,372,070	(112,586)	-8%
Contracts/Other Services	5,041,110	5,302,160	(261,050)	-5%
Materials & Supplies	1,688,475	1,140,438	548,037	48%
Software Licenses	1,246,659	1,423,199	(176,540)	-12%
Minor Equipment	613,466	970,094	(356,628)	-37%
Capital	146,200	671,100	(524,900)	-78%
Transfer Out (Debt Pymt)	1,853,716	1,806,250	47,466	3%
Tuition Waivers	59,000	69,000	(10,000)	-14%
Contingency	250,000	556,644	(306,644)	-55%
Total Operating Expenses	17,268,377	18,043,430	(775,053)	-4%

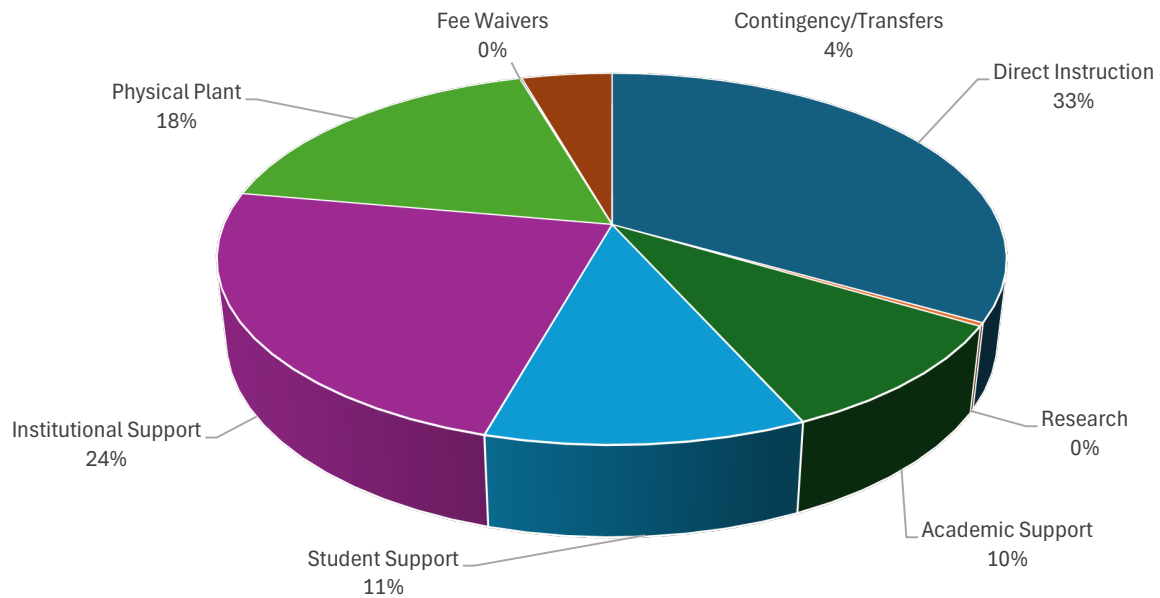
Total Expenses	47,616,041	46,380,225	1,235,816	3%
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Northwest Florida State College Proposed FY 26 Operating Budget by Account



Northwest Florida State College

Proposed FY 26 Operating Budget by Functional Classification



Direct Instruction	Research	Academic Support	Student Support	Institutional Support	Physical Plant	Fee Waivers	Contingency/Transfers	Total
\$15,854,783	\$137,505	\$4,630,379	\$5,256,968	\$11,189,097	\$8,394,593	\$49,000	\$2,103,716	\$47,616,041

Fund Balance (Fund 1 Unrestricted)

Beginning Fund Balance (estimate 7/1/25)	14,136,197
Revenue	46,759,489
Total Funds Available	60,895,686
Expenses:	
Personnel	30,347,664
Operating	17,268,377
Total Expenses	47,616,041
 Ending Fund Balance (estimate 6/30/26)	 13,279,645
 Fund Balance %	 21.8%

F.S.1013.841

Institutions with a final FTE of less than 15,000 for the prior year that retains a state operating carryforward in excess of the 5 percent minimum, shall submit a spending plan.

F.S. 1011.84(3)e

If at any time the unencumbered balance in the general fund of the Florida College System institution board of trustees approved operating budget goes below 5 percent for a Florida College System institution with a final FTE less than 15,000 for the prior year the president shall provide written notification to the State Board of Education.



FUND 2

**CURRENT FUNDS:
RESTRICTED**



Fund 2 - Restricted Funds

Federal Grants				
Name	Grant Term	Total Award	FY26	FY25
EPA CCHIP CBA	07/23 - 06/26	1,321,048	901,245	223,888
Title III - Raider Flight	10/23 - 09/27	2,405,971	1,734,449	275,049
Perkins Rural	07/24 - 06/25	40,630	*	40,630
Perkins CTE	07/24 - 06/25	250,023	*	250,023
Total Federal Grants			2,635,694	789,590

State Grants				
Name	Grant Term	Total Award	FY26	FY25
CAP AI	07/23 - 06/26	363,712	87,564	270,549
PCOG	07/24 - 06/25	181,200	*	181,200
FDLE - Trust	07/24 - 06/25	64,880	*	64,880
FLIG - Broward College	03/23 - 06/26	1,500,000	308,965	388,725
FLJG - Commerce	07/24 - 06/25	2,800,000	N/A	1,566,501
FL - NSGP	07/24 - 06/25	100,000	N/A	100,000
Total State Grants			396,528	2,571,855

Local and Private Grants				
Name	Grant Term	Total Award	FY26	FY25
Foundation:				
Mattie Kelly Arts Center	N/A	N/A	483,000	491,250
Mattie Kelly Environmental Institute	N/A	N/A	161,000	163,750
General Revenue	N/A	N/A	100,000	100,000
Foundation Staff	N/A	N/A	297,779	309,000
Program Support	N/A	N/A	558,180	627,078
Total Foundation			1,599,959	1,691,078
Private Grants:				
Triumph Aviation Center of Excellence	6/20/20 - 12/31/29	7,064,665	480,121	352,762
Triumph Walton Works Project	8/16/19 - 12/31/25	2,856,216	13,413	185,504
Triumph Nursing Education	1/9/23 - 12/21/33	21,787,560	591,732	5,425,391
Total Private			1,085,266	5,963,657
Student Activity Fee (BAS only)	N/A	N/A	60,000	60,000

* Grant awards have not been received for FY26 as of June 10, 2025

**Northwest Florida State College
Collegiate High School
FY25 - FY26 Budget**

Sources of Funds	Operating Budget	Capital Budget	Total Budget
State Funding	4,306,146	-	4,306,146
State Capital Funding (PECO & LCIR)	-	585,751	585,751
Local Capital Funding (County Tax)	-	434,462	434,462
Miscellaneous Revenue	57,347	-	57,347
Total Funds Available	4,363,493	1,020,213	5,383,706

Uses of Funds

Personnel Expenses

Salary Expenses	1,847,761	-	1,847,761
Fringe Expenses	686,208	-	686,208
Total Personnel Expenses	2,533,969	-	2,533,969

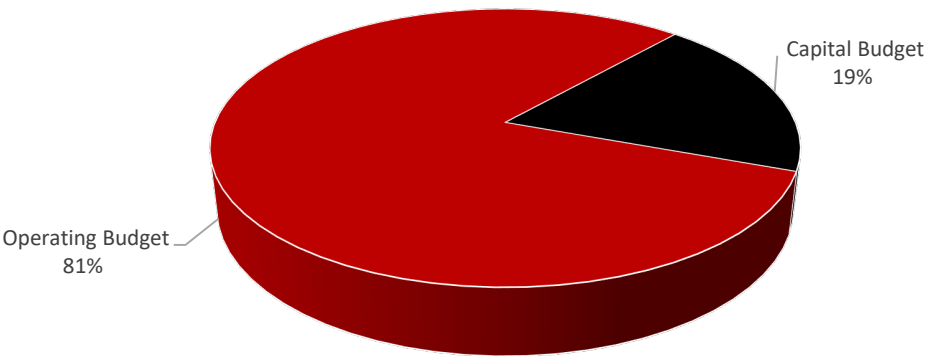
Operating Expenses

Travel	12,450	-	12,450
General Operating	15,500	-	15,500
Repairs & Maintenance	25,000	-	25,000
Utilities	45,000	-	45,000
Contract Services	621,250	-	621,250
Marketing/Advertising	3,000	-	3,000
Technology Services	29,000	-	29,000
Professional Services	20,250	-	20,250
Materials & Supplies	237,400	-	237,400
Equipment	35,775	-	35,775
Food & Food Products	70,650	-	70,650
Remodeling/Renovation	-	434,462	434,462
Transfers Out (College)	714,249	585,751	1,300,000
Total Operating Expenses	1,829,524	1,020,213	2,849,737

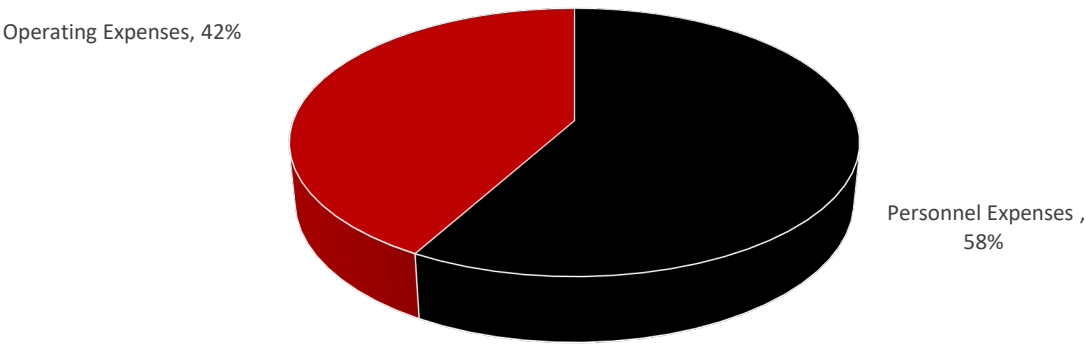
Total Expenses	4,363,493	1,020,213	5,383,706
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**Northwest Florida State College
Collegiate High School
FY25 - FY26 Budget**

CHS Funding Sources



% of Total Expenses





FUND 3

**AUXILLARY
FUNDS**



Fund 3 - Auxiliary Funds

Auxiliary Operations	Total Revenue	Personnel Expense	Operating Expense	Total Expense	Profit/Loss
Estimated Beg. Fund Balance 7/01/25	1,487,067				
Non-Athletic Camps	\$111,400	\$79,700	\$26,700	\$106,400	\$5,000
Costa Leadership Institute	\$164,574	\$91,674	\$72,900	\$164,574	\$0
* Workforce Development Training	\$3,582,907	\$833,871	\$2,577,398	\$3,411,269	\$171,638
Mattie Kelly Arts Center	\$940,903	\$492,003	\$448,900	\$940,903	\$0
Bookstore Operations (Barnes & Noble)	\$225,000	\$0	\$500	\$500	\$224,500
Food Service (Raider Café)	\$325,144	\$256,846	\$227,555	\$484,401	(\$159,257)
Vending/Coca-Cola	\$38,000	\$0	\$0	\$0	\$38,000
Athletic (Events & Camps)	\$205,000	\$62,000	\$102,000	\$164,000	\$41,000
College Events/Rentals	\$23,950	\$0	\$23,950	\$23,950	\$0
Administrative (Transfer to Fund 1 & Fund 5 scholarships)	\$0	\$0	\$669,707	\$669,707	(\$669,707)
FY 26 Total	\$5,616,878	\$1,816,094	\$4,149,610	\$5,965,704	(\$348,827)
Estimated End Fund Balance 6/30/26	\$1,138,241				

**Indirect Cost included in the operating expense*

Revenue Sources

Commissions	\$588,144
Use of College Facilities	\$215,950
Sales & Services	\$4,181,118
Transfers In	\$517,166
Miscellaneous Revenue	\$114,500
Total Revenue	\$5,616,878

Personnel Expenses

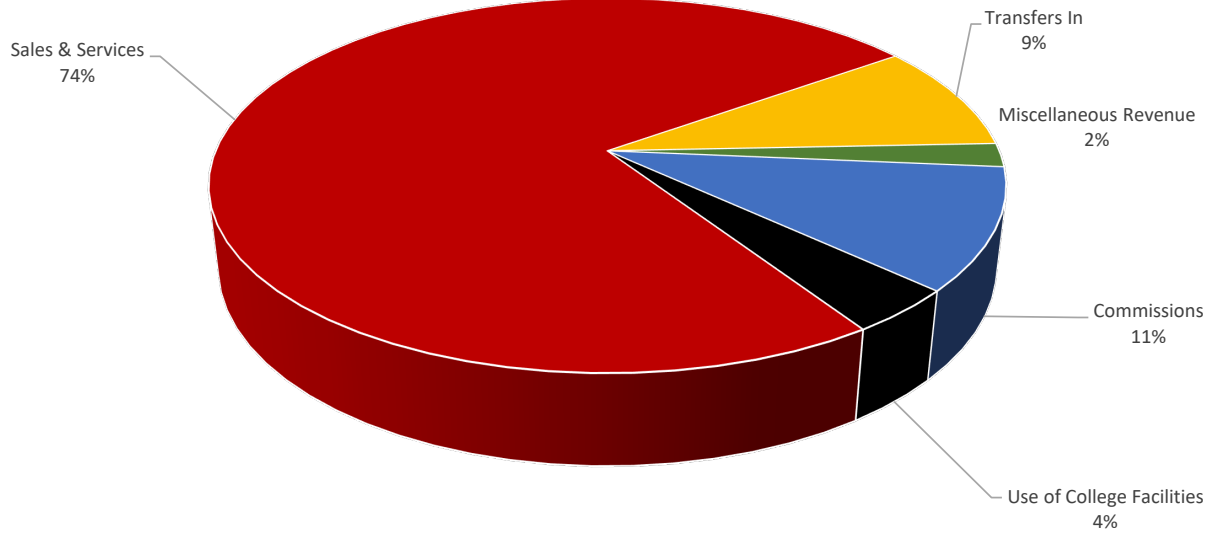
Salary Expenses	\$1,322,834
Fringe Expenses	\$493,260
Total Personnel Expenses	\$1,816,094

Operating Expenses

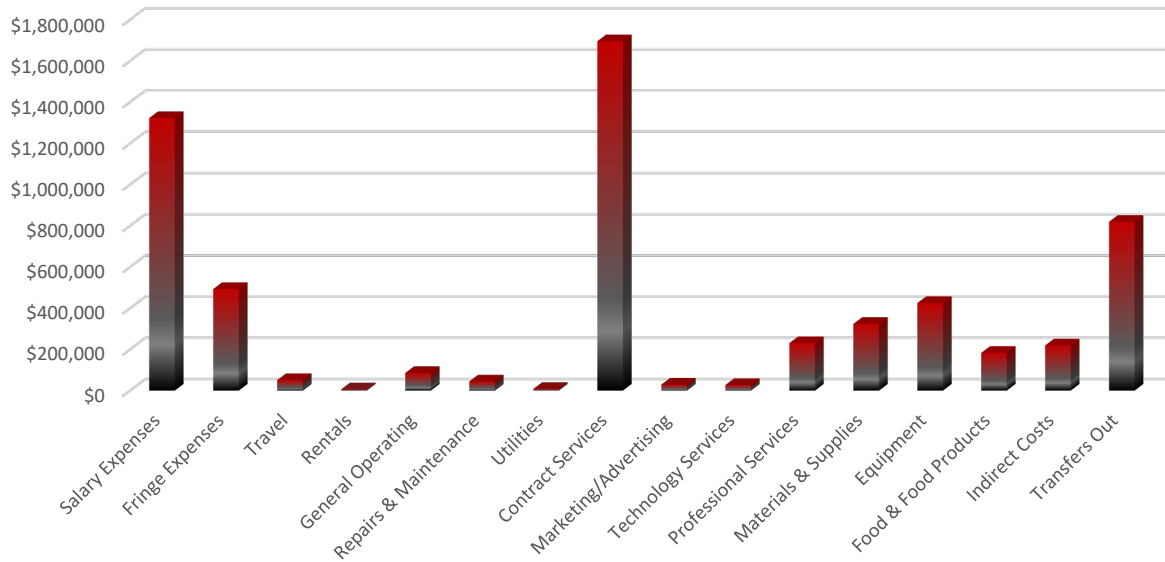
Travel	\$51,230
Rentals	\$6,300
General Operating	\$85,500
Repairs & Maintenance	\$44,500
Utilities	\$8,000
Contract Services	\$1,695,500
Marketing/Advertising	\$29,250
Technology Services	\$27,000
Professional Services	\$230,555
Materials & Supplies	\$324,000
Equipment	\$425,270
Food & Food Products	\$183,400
Indirect Costs	\$219,398
Transfers Out	\$819,707
Total Operating Expenses	\$4,149,610

Total Expenses	\$5,965,704
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Revenue



Expenses





FUND 5

FINANCIAL AID SCHOLARSHIP FUNDS



NORTHWEST FLORIDA STATE COLLEGE
FY 2025-2026
SCHOLARSHIP PROGRAM

The Northwest Florida State College scholarship program supports the mission and vision of NWF State College with a student-centered approach by providing funds and financial guidance to enable student access to higher education.

1. The NWF State College Scholarship Program has the following objectives:
 - (a) To provide scholarships to students who need financial assistance to attend college.
 - (b) To support students who contribute to the College by participating in selected programs.
 - (c) To reward past academic excellence and encourage academically superior students to attend NWF State College.
2. To accomplish the objectives listed above, the Board of Trustees established the NWF State College Scholarship Program.
 - (a) A student selected to receive a scholarship will receive in-state tuition, financial aid fees, student activity fee, capital improvement fees, and technology fees for the established credit hours the student is allowed to take under the Program. The scholarship does not cover room, food, or out-of-state tuition unless otherwise stated. Unless specified otherwise, all scholarship amounts are awarded at the lower division rate and must be claimed during the freshman and sophomore years of attendance.
 - (b) Students funded under the prior year's Scholarship Plan who received a two-year award may continue under the award amounts in place at the time of the award, as determined by the Senior Executive Director of Enrollment Services & Financial Aid.
 - (c) The money to support the NWF State College Scholarship program will be those funds generated by the Financial Aid Fee as outlined in Florida State Board of Education Administrative Rule 6A-14.054 (13), from other College revenue sources, and from the College's Auxiliary Fund. Financial Aid Fees collected will be accounted for in a separate account, balanced, and carried forward from one fiscal year to the next to the extent allowed by Florida Statutes. Auxiliary Funds and funds from other College revenue sources will be transferred to appropriate accounts to cover awards.
 - (d) Fee Exemptions will be utilized as authorized by the Florida State Board of Education Administrative Rule 6A 14.054 (19) and Florida Statutes 1009.25 (3) to support Co-Curricular programs.
 - (e) Fee waivers for fee-nonexempt students enrolled in workforce development programs will be utilized as authorized by Florida Statutes 1009.26 (1). Fee waivers will be used in the following priority:

- (1) Students with demonstrated financial needs who are enrolling in PSAV or vocational preparatory programs that are not eligible for funding assistance through traditional state or federal financial aid sources.
 - (2) Students with demonstrated financial need who are enrolling in any PSAV or vocational preparatory course/program.
 - (3) Other students who are enrolling in any PSAV or vocational preparatory course/program and whose course fees are not being paid by another entity/individual.
- (f) Financial aid fees collected on workforce development program courses will fund a vocational scholarship as authorized by Florida Statutes 1009.22 (5). This scholarship will cover all associated course fees and textbooks and will be used in the following priority.
- (1) Students with demonstrated financial need who are enrolling in a vocational program or course that is not eligible for funding assistance through traditional state and federal financial aid sources.
 - (2) Students with demonstrated financial need who are enrolling in a vocational course/program and whose course fees are not being paid by another entity/individual.
 - (3) Students with demonstrated financial need who are enrolling in a vocational course/program.
- (g) Financial aid fees collected on baccalaureate program courses will fund a baccalaureate scholarship. This scholarship will cover all associated course fees and textbooks and will be used in the following priority:
- (1) Students with demonstrated financial need who are enrolling in a baccalaureate program or course that is not eligible for funding assistance through traditional state and federal financial aid sources.
 - (2) Students with demonstrated financial need who are enrolling in a baccalaureate course/program and whose course fees are not being paid by another entity/individual.
 - (3) Students with demonstrated financial need who are enrolling in a baccalaureate course/program.

3. Scholarships will be provided to selected students in the categories and areas listed below:

Organizational/Student Advisory Board

The President of the Student Advisory Board shall receive a one-year (24 credit hours, 12 credits per semester for Fall and Spring) scholarship. The recipient is expected to perform the duties specified by the Coordinator, Raider Life.

The Vice President of the Student Advisory Board shall receive a one-year (18 credit hours, 9 credits per semester for Fall and Spring) scholarship. The recipient is expected to perform the duties specified by the Coordinator, Raider Life.

The Secretary, Chief of Staff, Board Member at Large, and Service Chair of the Student Advisory Board shall receive a one-year (12 credit hours, 6 credits per semester for Fall and Spring) scholarship. The recipient is expected to perform the duties specified by the Coordinator, Raider Life.

HONORS SCHOLARS

A scholarship will be offered to the two top-ranked students from each public high school in the NWF State College district who plan to attend NWF State College as full-time, degree-seeking students. The professional staff of each high school, based on academic merit and/or class ranking, will select the recipients. Each student will receive a two-year (48 credit hours, 12 per semester for each Fall and Spring term) scholarship. In the event one or more of the two top-ranked students in a high school does not plan to attend NWF State College, the scholarship may be awarded to the next highest-ranked student in the class. A student receiving an Honor Scholarship must have a minimum 3.0 grade point average on a 4.0 scale for the initial award. To renew the award for a second year, a student must maintain a 2.0 grade point average on a 4.0 scale and must successfully complete the percentage of college coursework required by NWF State College's Federal Financial Aid Standards of Academic Progress as stated in the College Catalog.

A scholarship will be offered to the **two** top-ranked students from each public high school in the NWF State College district who plan to attend NWF State College as full-time, degree-seeking students:

Baker High School	Choctawhatchee High School	Crestview High School
Destin High School	Fort Walton Beach High School	Freeport High School
Laurel Hill High School	Niceville Senior High School	Paxton High School
Walton Senior High School	South Walton High School	

ACADEMIC COMPETITION

Brain Bowl Members - The Brain Bowl Coach/Advisor will select recipients. The value of the award will be determined by the Advisor, with the total awarded in this category not to exceed the value of five, one-year (20 credit hours) scholarships. Recipients are required to be active members of the College Brain Bowl Team.

Forensics Team Members - The Forensics Coach/Advisor will select recipients. The value of the award will be determined by the Advisor, with the total awarded in this category not to exceed the value of five, one-year (20 credit hours) scholarships. Recipients are required to be active members of the College Forensics Team.

ATHLETIC SCHOLARSHIPS

Men's Baseball, Women's Softball, Men's Basketball, Women's Basketball

The NWF State College Athletic Director and/or their designee, based on past athletic performance and/or future athletic performance, will select recipients. The Athletic Director will determine the value of the award, with the total amount awarded in this category not exceeding the value identified on the Financial Aid Budget awards. Scholarships may be awarded in different amounts within the sport, with the stipulation that the total amount available for men's and women's scholarships will be in proportion to the

students of each gender participating in intercollegiate athletics as defined by state and federal law. Academic eligibility criteria and the total number of scholarships will be based on the Florida College System Activities Association standards. Scholarships in this category may include amounts for lab fees, special fees, food, and room as approved by the Athletic Director.

Esports

The NWF State College Esports Coach and/or their designee, based on performance, will select recipients. The Coach will determine the value of the award, with the total amount awarded in this category not exceeding the value identified on the Financial Aid Budget awards. Scholarships may be awarded in different amounts within the sport, with the stipulation that the total amount available for men's and women's scholarships will be in proportion to the students of each gender participating in intercollegiate athletics as defined by state and federal law. Academic eligibility criteria and the total number of scholarships will be based on the NJCAA standards.

CHEERLEADERS

The NWF State College Athletic Director and/or their designee will select recipients. The value of the award will be determined by the Athletic Director with the total awarded in this category not to exceed the value of twelve (12), one-year (12 credit hour) scholarships (6 credits per semester for each Fall and Spring term). Recipients are required to be active members of the NWF State College Cheerleading Squad.

ATHLETIC TEAM MANAGERS

Men's Baseball, Women's Softball, Men's Basketball, Women's Basketball

The NWF State College Athletic Director and/or their designee will select recipients. The Athletic Director will determine the value of the award, with the total awarded in this category not to exceed the value of four (4), one-year (20 credit hours) scholarships. There will be a maximum of four one-year (20 credit hours) scholarships per academic year. The team managers work under the direction of each team coach. Academic eligibility criteria for both initial and renewal awards will be based on meeting and maintaining eligibility requirements under the Florida College System Activities Association, Council for Athletic Affairs, and National Junior College Athletic Association Handbooks.

REGIONAL STATE SCIENCE FAIR WINNERS/ALL-FLORIDA CHEMATHON EXAM

In recognition of outstanding achievement, a two-year (40 credit hours, 10 per semester for each Fall and Spring term) will be awarded to each student from the NWF State College district who placed first in any senior category competition during their senior year in high school for the Florida State Science and Engineering Fair each year, or who earned a high score on the All-Florida Chemathon Exam. The Sciences Division Director will identify recipients with a high score on this exam. These offers are valid for one calendar year from the recipient's date of high school graduation. The recipient must attend NWF State College on a full-time basis as a degree-seeking student. Due to low participation, this scholarship will be discontinued, but existing scholarships will be honored for the next two years.

FINANCIAL AID BASED ON ABSOLUTE NEED

Financial aid based on need (NWF State College Grant) and funded by the Financial Aid Fee shall be provided as defined by Florida statutes. The Student Financial Aid Committee will select recipients of the NWF State College Grant and determine award amounts based on the recommendation of the Executive Director of Financial Planning and Scholarships. A recipient's need will be verified using the Free Application for Federal Student Aid (FAFSA). The NWF State College Grant will cover tuition, fees, and required books for courses included in the recipient's program of study.

RESTRICTIONS

- (a) No student may receive a scholarship in excess of that term's tuition and other fees unless otherwise stipulated.
- (b) Scholarship recipients must maintain a minimum grade point average of 2.00 unless designated otherwise, to remain eligible to receive scholarship funds.
- (c) Scholarships provided for one category, such as **Organizational**, that go unused for that category may not be transferred to or used in another category, such as **Honors**. However, such unused monies may be transferred within a category.
- (d) The recipients may utilize scholarships year-round as long as the student does not exceed the total dollar amount of the award.
- (e) Academic suspensions can be appealed through the procedures currently in place through the Financial Aid Office. The Student Financial Aid Committee will serve as the final authority on all decisions.
- (f) Students who have their scholarship terminated for non-academic reasons have the right to appeal this decision utilizing the Student Grievance Procedure as specified in the Student Handbook.
- (g) Students who either forfeit their scholarship or are removed from their scholarship for non-academic reasons will have the choice of withdrawing from classes or paying a pro-rated tuition amount for the remainder of the term in which the forfeiture and/or dismissal occurs. If the offense is serious enough to require suspension from the College, the student will not have a choice.
- (h) Scholarships will only cover the cost of in-state tuition and fees for courses. Students are required to pay the full cost of instruction per Florida statute unless otherwise stated.
- (i) Recipients of Florida's Bright Futures scholarships are eligible for other NWF State College scholarships or NWF State College Foundation scholarships unless disallowed by the donor's scholarship agreement.
- (j) The value of scholarships will be based on the current in-state tuition and fees for A&P courses.

ADDITIONAL STUDENT ASSISTANCE

EMPLOYEE TUITION BENEFIT: To promote educational growth among employees of NWF State College who receive college-approved full benefits (including health, life, and retirement), as well as their dependents, an award of \$625 per term is available. This benefit is open to eligible NWF State

College employees, their legal dependents (as defined by IRS standards), and NWF State College retirees who were employees receiving these full benefits.

To qualify for this benefit, employees and their dependents must enroll in credit courses—whether college credit, vocational credit, or college preparatory courses—that contribute toward a degree program. Please note that dependents of NWF State College retirees are not eligible for this benefit.

A minimum cumulative grade point average of 2.0 on a 4.0 grading scale is required to receive the tuition benefit. This benefit does not cover courses taken for audit or courses that have been repeated and previously charged against the Employee Tuition Benefit. Dependents of deceased employees (who were actively employed at the time of death) are eligible if they meet the IRS standards.

STUDENT AMBASSADOR PROGRAM: To support outstanding students, Student Ambassador Awards are available. Recipients will receive a \$1500 award (\$750 per semester for fall and spring). Recipients must apply for federal financial aid and commit to serving as a “Student Ambassador” under the supervision of the Associate Director of Admissions Navigation. The Associate Director, Admissions Navigation, will select student ambassadors for this program based on a written application and interview.

SCHOLARSHIP BUDGET FISCAL YEAR 2025-2026

Funding Source:	TOTAL
Financial Aid Fees	\$ 360,000
Fee Waivers (54 FTE & Out of State)	\$ 267,696
Auxiliary Funds	\$ 650,443
Fund 2 (Housing Sale Remaining Funds)	\$ 627,479
Total	\$ 1,905,618

All projections are based on projected enrollment and prior years actual.

ATHLETIC AWARDS	Number of Awards	Tuition and Fees	Books	Housing	Meals	Scholarship Expenditures
Men's Basketball	12	\$ 61,932	\$ 7,500	\$ 150,360	\$ 76,080	\$ 295,872
Total Fall, Spring, and Summer						
Women's Basketball; 14 awards maximum	14	\$ 72,221	\$ 8,500	\$ 175,420	\$ 88,760	\$ 344,901
Total Fall, Spring, and Summer						
Softball: 20 awards maximum	20	\$ 103,387	\$ 12,500	\$ 250,600	\$ 108,800	\$ 475,287
Total Fall, Spring, and Summer						
Baseball: 24 awards maximum	18	\$ 92,798	\$ 11,000	\$ 225,540	\$ 130,560	\$ 459,898
Total Fall, Spring, and Summer	6	\$ 30,966	\$ 4,000			\$ 34,966
Esports:	2	\$ 2,912	\$ -	\$ -	\$ -	\$ 2,912
2 scholarships for \$1500 per year						
Athletic Team Manager	4	\$ 8,321	\$ -	\$ -	\$ -	\$ 8,321
4 scholarships for 20 credits per year						
Cheerleader	12	\$ 14,977	\$ -	\$ -	\$ -	\$ 14,978
12 Scholarship for 12 credits per year						
Total All Athletic Scholarships		\$ 387,516	\$ 43,500	\$ 801,920	\$ 404,200	\$ 1,637,136

ACADEMIC/OTHER AWARDS	No. of Recipients	Hours Covered for Year (Fall and Spring)	Tuition Rate		Scholarship Expenditures
Awards for Credit Hours					
Forensics	4	20	\$104.01		\$ 8,321
Brain Bowl	5	20	\$104.01		\$ 10,401
Science Fair	2	20	\$104.01		\$ 4,160
Honors	42	24	\$104.01		\$ 104,842
Student Advisory Board - President (24 CH total) -Vice President (18 CH total) -Secretary (12 CH total) -Treasurer (12 CH total) -Board Member at Large (12 CH total) -Chief of Staff (12 CH total) -Committee Chair X 3 (18 CH total)	9	144	\$104.01		\$ 14,977
Employee Tuition Benefit Historical Value					\$ 20,000
Employee Tuition Benefit (dependents) Historical Value					\$ 30,000
NWFSC Grant (need-based) Historical Value					\$ 30,000
Total Credit Hour Awards					\$222,702
Awards for a Specific Dollar Amount					
Raider Village Resident Assistants	4	Flat Rate			\$23,280
RaiderRep	15	Flat Rate			\$22,500
Total Specific Dollar Amount Awards					\$45,780

TOTAL ALL INSTITUTIONAL SCHOLARSHIPS: \$1,905,618



FUND 7

**UNEXPENDED PLANT
AND RENEWALS &
REPLACEMENT FUND**



Fund 7 Proposed Capital Projects

		Estimated Available Funds for Capital Projects				
		Capital Improvement Fee	Foundation	Public Education Capital Outlay (PECO)	Local	Capital Outlay/Debt Service (CO/DS)
CAMPUS/CENTER	Project Amount	1,536,958	304,867	16,770,517	1,052,015	380,242
<u>Niceville</u>						
Tennis Court restoration	175,000				175,000	
Building 560 - Public Safety Reno	16,690,517			16,690,517		
Renovation 710 - Temp Space for Bldg. 560 Reno	80,000			80,000		
Hot Water Domestic Boiler Arena	120,000					120,000
Strength Center HVAC Replacement	60,000					60,000
350 Science Lab Emergency Shut-off	30,000					30,000
Replace outdoor dampers bldg. 350 and 400	48,750					48,750
Emergency Generator Bldg. 430 - IT servers	65,000				65,000	
Exterior Lighting Controls	45,000	45,000				
Water Feature Restorations	120,000	-	56,840		63,160	
Restore Lake Pump water station (irrigation)	85,000	-			85,000	
Workforce Innovation Center	5,000,000			5,000,000		
<u>Fort Walton Beach</u>						
Science Lab Renovations	248,027	-	248,027			
Air Handler Replacement AH1 & AH2	280,000	280,000				
<u>DeFuniak Springs</u>						
501 Office and Reception Area	112,000	112,000				
<u>Sikes Center</u>						
Chiller Replacement	130,000	8,508				121,492
Roof Replacement	140,000				140,000	
Service Counter Area	65,000				65,000	
<u>College Wide</u>						
Project Manager	102,242	102,242				
Fund 1 general maint.	215,027	145,027			70,000	
Fire Detection System	400,000	400,000				
Contingency	75,000	75,000				
Campus Master Plan	180,500	180,500				
Sidewalks & ADA Ramp Replacements	75,000	75,000				
Landscaping Improvements (Niceville & FWB)	100,000				100,000	
Reserve	402,536	113,681			288,855	
TOTAL	\$25,044,599	\$1,536,958	\$304,867	\$21,770,517	\$1,052,015	\$380,242



TUITION AND FEES

Resident Student Fees per Credit Hour

	Lower Level Credit Programs	Upper Level Credit Programs	Career Certificate & Applied Technology Diploma Programs	Continuing Workforce Education
Tuition	\$82.77	\$91.79	\$71.70	\$149.74
Financial Aid Fee	\$3.86	\$4.59	\$7.20	\$0.00
Activity Fee	\$0.00	\$6.88	\$0.00	\$0.00
Capital Improvement Fee	\$13.52	\$14.74	\$3.60	\$0.00
Technology Fee	\$3.86	\$4.59	\$3.60	\$0.00
Total	\$104.01	\$122.59	\$86.10	\$149.74

Fees for Total Academic Year (30 credit hours)	\$3,120.30	\$3,677.70	\$2,583.00	\$4,492.20
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Non-Resident Student Fees per Credit Hour

	Lower Level Credit Programs	Upper Level Credit Programs	Certificate & Applied Technology Diploma Programs	Continuing Workforce Education
Tuition (Resident Portion)	\$82.77	\$91.79	\$71.70	\$149.74
Tuition (Non-Resident Portion)	\$248.31	\$275.37	\$215.10	\$0.00
Financial Aid Fee	\$15.42	\$18.36	\$28.50	\$0.00
Activity Fee	\$0.00	\$6.88	\$0.00	\$0.00
Capital Improvement Fee	\$36.10	\$40.10	\$14.40	\$0.00
Technology Fee	\$15.42	\$18.36	\$14.40	\$0.00
Total	\$398.02	\$450.86	\$344.10	\$149.74

Fees for Total Academic Year (30 credit hours)	\$11,940.60	\$13,525.80	\$10,323.00	\$4,492.20
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Border State Student Fees per Credit Hour

	Lower Level Credit Programs	Upper Level Credit Programs	Career Certificate & Applied Technology Diploma Programs	Continuing Workforce Education
Tuition	\$83.77	\$92.79	\$72.70	\$149.74
Financial Aid Fee	\$3.86	\$4.59	\$7.20	\$0.00
Activity Fee	\$0.00	\$6.88	\$0.00	\$0.00
Capital Improvement Fee	\$13.52	\$14.74	\$3.60	\$0.00
Technology Fee	\$3.86	\$4.59	\$3.60	\$0.00
Total	\$105.01	\$123.59	\$87.10	\$149.74

Fees for Total Academic Year (30 credit hours)	\$3,150.30	\$3,707.70	\$2,613.00	\$4,492.20
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Northwest Florida State College
2025-2026 Proposed Course Fees

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
AMT 0701	AMT General I	Class Supplies Fee	Flat	\$33.00
AMT 0701 Total				\$33.00
AMT 0702	AMT General II	Class Supplies Fee	Flat	\$82.00
AMT 0702 Total				\$82.00
AMT 0703	AMT General III	Class Supplies Fee	Flat	\$113.00
AMT 0703 Total				\$113.00
AMT 0704	AMT General IV	Class Supplies Fee	Flat	\$68.00
AMT 0704 Total				\$68.00
AMT 0712	AMT Airframe I	Class Supplies Fee	Flat	\$170.00
AMT 0712 Total				\$170.00
AMT 0713	AMT Airframe II	Class Supplies Fee	Flat	\$226.00
AMT 0713 Total				\$226.00
AMT 0714	AMT Airframe III	Class Supplies Fee	Flat	\$59.00
AMT 0714 Total				\$59.00
AMT 0717	AMT Airframe IV	Class Supplies Fee	Flat	\$55.00
AMT 0717 Total				\$55.00
AMT 0821C	AMT Powerplant I	Class Supplies Fee	Flat	\$79.00
AMT 0821C Total				\$79.00
AMT 0822C	AMT Powerplant II	Class Supplies Fee	Flat	\$102.00
AMT 0822C Total				\$102.00
AMT 0823C	AMT Powerplant III	Class Supplies Fee	Flat	\$34.00
AMT 0823C Total				\$34.00
AMT 0824C	AMT Powerplant IV	Class Supplies Fee	Flat	\$111.00
AMT 0824C Total				\$111.00
ART 1201C	Two Dimensional Design	Class Supplies Fee	Flat	\$40.00
ART 1201C Total				\$40.00
ART 1203C	Three Dimensional Design	Class Supplies Fee	Flat	\$35.00
ART 1203C Total				\$35.00
ART 1300C	Drawing I	Class Supplies Fee	Flat	\$40.00
ART 1300C Total				\$40.00
ART 1301C	Drawing II	Class Supplies Fee	Flat	\$40.00
ART 1301C Total				\$40.00
ART 1750C	Beginning Ceramics	Class Supplies Fee	Flat	\$60.00
ART 1750C	Beginning Ceramics	Technical Lab Fee	Flat	\$15.00
ART 1750C Total				\$75.00
ART 1751C	Intermediate Ceramics	Class Supplies Fee	Flat	\$60.00
ART 1751C	Intermediate Ceramics	Technical Lab Fee	Flat	\$15.00
ART 1751C Total				\$75.00
ART 1905A	Independent Study - Art	Class Supplies Fee	Flat	\$50.00
ART 1905A Total				\$50.00
ART 2330C	Figure Drawing I	Class Supplies Fee	Flat	\$50.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
ART 2330C Total				\$50.00
ART 2331C	Figure Drawing II	Class Supplies Fee	Flat	\$50.00
ART 2331C Total				\$50.00
ART 2500C	Painting I	Class Supplies Fee	Flat	\$50.00
ART 2500C Total				\$50.00
ART 2501C	Painting II	Class Supplies Fee	Flat	\$50.00
ART 2501C Total				\$50.00
ART 2540C	Watercolor I	Class Supplies Fee	Flat	\$50.00
ART 2540C Total				\$50.00
ART 2541C	Watercolor II	Class Supplies Fee	Flat	\$50.00
ART 2541C Total				\$50.00
ART 2930	Art - Special Topics	Class Supplies Fee	Flat	\$60.00
ART 2930 Total				\$60.00
ASC 2560C	Unmanned Aerial Vehicle Systems	Class Supplies Fee	Flat	\$65.00
ASC 2560C	Unmanned Aerial Vehicle Systems	Technical Lab Fee	Flat	\$35.00
ASC 2560C Total				\$100.00
ASC 2561C	UAS Operations	Software Support Fee	Flat	\$100.00
ASC 2561C Total				\$100.00
ASC 2562C	UAS Operations and Cross County Data Entry	Class Supplies Fee	Flat	\$100.00
ASC 2562C	UAS Operations and Cross County Data Entry	Technical Lab Fee	Flat	\$35.00
ASC 2562C Total				\$135.00
ASC 2564C	Unmanned Vehicle Security	Class Supplies Fee	Flat	\$65.00
ASC 2564C Total				\$65.00
ATF 1100L	Private Pilot Flight	Flight Fees	Flat	\$2,000.00
ATF 1100L Total				\$2,000.00
ATF 2201L	Commercial Flight I	Flight Fees	Flat	\$2,000.00
ATF 2201L Total				\$2,000.00
ATF 2202L	Commercial Flight II	Flight Fees	Flat	\$2,000.00
ATF 2202L Total				\$2,000.00
ATF 2203L	Commercial Flight III	Flight Fees	Flat	\$2,000.00
ATF 2203L Total				\$2,000.00
ATF 2305L	Instrument Pilot Flight I	Flight Fees	Flat	\$2,000.00
ATF 2305L Total				\$2,000.00
ATF 2400L	Multi-Engine Flight	Flight Fees	Flat	\$2,000.00
ATF 2400L Total				\$2,000.00
ATF 2500L	Certified Flight Instructor	Flight Fees	Flat	\$2,000.00
ATF 2500L Total				\$2,000.00
ATF 2530L	Certified Flight Instructor Instrument	Flight Fees	Flat	\$2,000.00
ATF 2530L Total				\$2,000.00
BCN 1272C	Blueprint Reading for Commercial Construction	Technical Lab Fee	Flat	\$35.00
BCN 1272C Total				\$35.00
BCN 1520C	Elec Systems in Construction	Class Supplies Fee	Flat	\$250.00
BCN 1520C	Elec Systems in Construction	Technical Lab Fee	Flat	\$35.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
BCN 1520C Total				\$285.00
BCN 1567C	Plumbing & Gas Constr Practices	Class Supplies Fee	Flat	\$250.00
BCN 1567C	Plumbing & Gas Constr Practices	Technical Lab Fee	Flat	\$35.00
BCN 1567C Total				\$285.00
BCN 2560C	Mech Systems in Construction	Technical Lab Fee	Flat	\$35.00
BCN 2560C Total				\$35.00
BCT 2761C	Structural Systems in Const.	Class Supplies Fee	Flat	\$250.00
BCT 2761C	Structural Systems in Const.	Technical Lab Fee	Flat	\$35.00
BCT 2761C Total				\$285.00
BOT 1010C	Botany	Science Lab Fee	Credit	\$3.00
BOT 1010C Total				\$3.00
BSC 1005L	Biology Lab	Science Lab Fee	Credit	\$13.00
BSC 1005L Total				\$13.00
BSC 1010C	Principles of Bio I	Science Lab Fee	Credit	\$15.00
BSC 1010C Total				\$15.00
BSC 1011C	Principles of Bio II	Science Lab Fee	Credit	\$15.00
BSC 1011C Total				\$15.00
BSC 1085C	Anatomy & Physio I	Science Lab Fee	Credit	\$5.00
BSC 1085C Total				\$5.00
BSC 1086C	Anatomy & Physio II	Science Lab Fee	Credit	\$6.00
BSC 1086C Total				\$6.00
BSC 2020C	Human Structure & Func	Science Lab Fee	Credit	\$3.00
BSC 2020C Total				\$3.00
CAI 1001	Artificial Intelligence Thinking	Certification Fee	Flat	\$99.00
CAI 1001	Artificial Intelligence Thinking	Specialized Computer Lab Fee	Credit	\$15.00
CAI 1001 Total				\$114.00
CET 2179C	PC Operating System A+	Certification Fee	Flat	\$115.00
CET 2179C	PC Operating System A+	Technical Lab Fee	Credit	\$15.00
CET 2179C Total				\$130.00
CET 2182C	PC Hardware A+	Certification Fee	Flat	\$115.00
CET 2182C	PC Hardware A+	Technical Lab Fee	Credit	\$15.00
CET 2182C Total				\$130.00
CET 2660	Network Security	Certification Fee	Flat	\$258.00
CET 2660 Total				\$258.00
CET 2854C	Fundamentals of Wireless LANs	Specialized Computer Lab Fee	Credit	\$15.00
CET 2854C	Fundamentals of Wireless LANs	Technical Lab Fee	Flat	\$15.00
CET 2854C Total				\$30.00
CET 2880C	Digital Forensics	Certification Fee	Flat	\$230.00
CET 2880C	Digital Forensics	Specialized Computer Lab Fee	Credit	\$15.00
CET 2880C Total				\$245.00
CET 2892C	Advanced Network Security	Certification Fee	Flat	\$367.00
CET 2892C	Advanced Network Security	Specialized Computer Lab Fee	Credit	\$15.00
CET 2892C Total				\$382.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
CGS 1100	Microcomputer Apps	Certification Fee	Flat	\$200.00
CGS 1100	Microcomputer Apps	Specialized Computer Lab Fee	Credit	\$15.00
CGS 1100 Total				\$215.00
CGS 1550	Intro to World Wide Web	Specialized Computer Lab Fee	Credit	\$15.00
CGS 1550 Total				\$15.00
CGS 1843	Introduction to E-Commerce	Specialized Computer Lab Fee	Credit	\$15.00
CGS 1843 Total				\$15.00
CGS 2541	Intro to Database Concepts	Specialized Computer Lab Fee	Credit	\$15.00
CGS 2541 Total				\$15.00
CGS 2544	Advanced Database Concepts	Specialized Computer Lab Fee	Credit	\$15.00
CGS 2544 Total				\$15.00
CGS 2820	Web Design	Specialized Computer Lab Fee	Credit	\$15.00
CGS 2820 Total				\$15.00
CHM 1032C	Chemistry for Life Sciences	Science Lab Fee	Credit	\$23.00
CHM 1032C Total				\$23.00
CHM 1045C	College Chemistry I	Science Lab Fee	Credit	\$23.00
CHM 1045C Total				\$23.00
CHM 1046C	College Chemistry II	Science Lab Fee	Credit	\$13.00
CHM 1046C Total				\$13.00
CHM 2210C	Organic Chem I	Science Lab Fee	Credit	\$18.00
CHM 2210C Total				\$18.00
CHM 2211C	Organic Chem II	Science Lab Fee	Credit	\$18.00
CHM 2211C Total				\$18.00
CIS 1000	Intro to Computer Science	Specialized Computer Lab Fee	Credit	\$15.00
CIS 1000 Total				\$15.00
CIS 2222	Penetration Testing	Certification Fee	Flat	\$262.00
CIS 2222	Penetration Testing	Specialized Computer Lab Fee	Credit	\$15.00
CIS 2222 Total				\$277.00
CIS 2352C	Ethical Hacking Fundamentals	Certification Fee	Flat	\$230.00
CIS 2352C	Ethical Hacking Fundamentals	Specialized Computer Lab Fee	Credit	\$15.00
CIS 2352C Total				\$245.00
CJK 0002	Intro to Law Enforcement	Class Supplies Fee	Flat	\$5.00
CJK 0002 Total				\$5.00
CJK 0016	Communications	Class Supplies Fee	Flat	\$5.00
CJK 0016 Total				\$5.00
CJK 0018	Legal	Class Supplies Fee	Flat	\$5.00
CJK 0018 Total				\$5.00
CJK 0019	Interviewing & Report Writing	Class Supplies Fee	Flat	\$15.00
CJK 0019 Total				\$15.00
CJK 0020	Law Enforcement Vehicle Operations	Class Supplies Fee	Flat	\$10.00
CJK 0020	Law Enforcement Vehicle Operations	Simulation Lab Fee	Flat	\$211.00
CJK 0020 Total				\$221.00
CJK 0021	Serving Your Community	Class Supplies Fee	Flat	\$5.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
CJK 0021 Total				\$5.00
CJK 0031	First Aid	Class Supplies Fee	Flat	\$65.00
CJK 0031 Total				\$65.00
CJK 0040	Criminal Justice Firearms	Class Supplies Fee	Flat	\$555.00
CJK 0040 Total				\$555.00
CJK 0051	Defensive Tactics	Simulation Lab Fee	Flat	\$50.00
CJK 0051 Total				\$50.00
CJK 0063	Fundamentals of Patrol	Class Supplies Fee	Flat	\$25.00
CJK 0063 Total				\$25.00
CJK 0072	Crimes Against Persons	Class Supplies Fee	Flat	\$5.00
CJK 0072 Total				\$5.00
CJK 0073	Crimes Involving Prop & Soc	Class Supplies Fee	Flat	\$5.00
CJK 0073 Total				\$5.00
CJK 0079	Crime Scene Follow Up Investigation	Class Supplies Fee	Flat	\$15.00
CJK 0079 Total				\$15.00
CJK 0093	Critical Incidents	Class Supplies Fee	Flat	\$5.00
CJK 0093 Total				\$5.00
CJK 0096A	Physical Fitness I	Simulation Lab Fee	Flat	\$30.00
CJK 0096A Total				\$30.00
CJK 0096B	Physical Fitness II	Simulation Lab Fee	Flat	\$10.00
CJK 0096B Total				\$10.00
CJK 0305	Communications	Class Supplies Fee	Flat	\$5.00
CJK 0305 Total				\$5.00
CJK 0310	Officer Safety	Class Supplies Fee	Flat	\$5.00
CJK 0310 Total				\$5.00
CJK 0315	Facility and Equipment	Class Supplies Fee	Flat	\$5.00
CJK 0315 Total				\$5.00
CJK 0320	Intake and Release	Class Supplies Fee	Flat	\$5.00
CJK 0320 Total				\$5.00
CJK 0340	Corr PSAV Physical Fitness	Class Supplies Fee	Flat	\$40.00
CJK 0340 Total				\$40.00
CJK 0400	Traffic Incidents	Class Supplies Fee	Flat	\$5.00
CJK 0400 Total				\$5.00
CJK 0401	Traffic Stops	Class Supplies Fee	Flat	\$15.00
CJK 0401 Total				\$15.00
CJK 0402	Traffic Crash Investigation	Class Supplies Fee	Flat	\$5.00
CJK 0402 Total				\$5.00
CJK 0403	DUI Traffic Stops	Class Supplies Fee	Flat	\$5.00
CJK 0403 Total				\$5.00
CJK 0421	Dart-Firing Stun Gun	Class Supplies Fee	Flat	\$377.00
CJK 0421 Total				\$377.00
CKJ 0325	Supervising in Corrections	Class Supplies Fee	Flat	\$5.00
CKJ 0325 Total				\$5.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
CKJ 0335	Respond to Incidents	Class Supplies Fee	Flat	\$5.00
CKJ 0335 Total				\$5.00
CNT 1000C	Introduction to Networks	Specialized Computer Lab Fee	Credit	\$15.00
CNT 1000C Total				\$15.00
CNT 1700C	Routing Switching Wireless Essentials	Specialized Computer Lab Fee	Credit	\$15.00
CNT 1700C Total				\$15.00
CNT 2211C	Entrprse Netwrk Secrty Automat	Certification Fee	Flat	\$173.00
CNT 2211C	Entrprse Netwrk Secrty Automat	Specialized Computer Lab Fee	Credit	\$15.00
CNT 2211C Total				\$188.00
COP 1000	Intro Progrmng Concepts/Logic	Specialized Computer Lab Fee	Credit	\$15.00
COP 1000 Total				\$15.00
COP 2010	Progrmming With Visual Basic	Specialized Computer Lab Fee	Credit	\$15.00
COP 2010 Total				\$15.00
COP 2030	Programming in Python	Specialized Computer Lab Fee	Credit	\$15.00
COP 2030 Total				\$15.00
COP 2220	Programming in C	Specialized Computer Lab Fee	Credit	\$15.00
COP 2220 Total				\$15.00
COP 2224	Programming in C++	Specialized Computer Lab Fee	Credit	\$15.00
COP 2224 Total				\$15.00
COP 2360	Programming in C#	Specialized Computer Lab Fee	Credit	\$15.00
COP 2360 Total				\$15.00
COP 2700	Introduction to SQL	Specialized Computer Lab Fee	Credit	\$15.00
COP 2700 Total				\$15.00
COP 2800	Introduction to Java Program	Specialized Computer Lab Fee	Credit	\$15.00
COP 2800 Total				\$15.00
COP 2840	Web-based Programming I	Specialized Computer Lab Fee	Credit	\$15.00
COP 2840 Total				\$15.00
CTS 1106	Fundamentals of Linux	Certification Fee	Flat	\$178.00
CTS 1106	Fundamentals of Linux	Specialized Computer Lab Fee	Credit	\$15.00
CTS 1106 Total				\$193.00
CTS 1134	Network Foundations	Certification Fee	Flat	\$178.00
CTS 1134	Network Foundations	Technical Lab Fee	Flat	\$15.00
CTS 1134 Total				\$193.00
CTS 1142	Info Tech Project Management	Certification Fee	Flat	\$178.00
CTS 1142	Info Tech Project Management	Specialized Computer Lab Fee	Credit	\$15.00
CTS 1142 Total				\$193.00
CTS 1156C	Desktop Support	Specialized Computer Lab Fee	Credit	\$15.00
CTS 1156C Total				\$15.00
CTS 2104	Introduction to Windows	Specialized Computer Lab Fee	Credit	\$15.00
CTS 2104 Total				\$15.00
CTS 2302C	Windows Active Directory	Certification Fee	Flat	\$165.00
CTS 2302C	Windows Active Directory	Specialized Computer Lab Fee	Credit	\$15.00
CTS 2302C Total				\$180.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
CTS 2314C	Network Defense & Countermeasures	Specialized Computer Lab Fee	Credit	\$15.00
CTS 2314C Total				\$15.00
CTS 2390C	Installing and Configuring Windows Server	Certification Fee	Flat	\$178.00
CTS 2390C	Installing and Configuring Windows Server	Specialized Computer Lab Fee	Credit	\$15.00
CTS 2390C Total				\$193.00
EDE 4226C	Integrating Lang, Soc Sci, Lit	Field Supervision Fee	Flat	\$106.00
EDE 4226C Total				\$106.00
EDF 1005	Intro to Teach Prof	Certification Fee	Flat	\$150.00
EDF 1005 Total				\$150.00
EDG 3410C	Clstrm Mgmt, Sch Safe, Law & Ethics	Software Support Fee	Flat	\$80.00
EDG 3410C Total				\$80.00
EDG 4940	Internship Elementary Ed	Field Supervision Fee	Flat	\$636.00
EDG 4940 Total				\$636.00
EEL 2603C	Robotics Mechanics and Controls	Class Supplies Fee	Flat	\$30.00
EEL 2603C	Robotics Mechanics and Controls	Technical Lab Fee	Flat	\$25.00
EEL 2603C Total				\$55.00
EET 1015C	Electricity I/DC Circuits	Class Supplies Fee	Flat	\$75.00
EET 1015C Total				\$75.00
EET 1141C	Solid State Electronics	Technical Lab Fee	Flat	\$15.00
EET 1141C Total				\$15.00
EET 1180C	Industrial Electronic Troubleshooting	Technical Lab Fee	Flat	\$25.00
EET 1180C Total				\$25.00
EET 2155C	Linear Integrated Circuits	Technical Lab Fee	Flat	\$15.00
EET 2155C Total				\$15.00
EME 3410	Integrating Technology in the Classroom	Computer Lab Fee	Credit	\$10.00
EME 3410 Total				\$10.00
EMS 0110	Emergency Medical Technician ATD	Simulation Lab Fee	Flat	\$230.00
EMS 0110 Total				\$230.00
EMS 2231	Paramedic Processes I	Simulation Lab Fee	Flat	\$50.00
EMS 2231 Total				\$50.00
EMS 2233	Paramedic Processes III	Certification Fee	Flat	\$200.00
EMS 2233	Paramedic Processes III	Simulation Lab Fee	Flat	\$100.00
EMS 2233 Total				\$300.00
EMS 2342	Advanced Extrication	Simulation Lab Fee	Flat	\$40.00
EMS 2342 Total				\$40.00
EMS 2435L	Paramedic Lab I	Simulation Lab Fee	Flat	\$100.00
EMS 2435L	Paramedic Lab I	Technical Lab Fee	Flat	\$100.00
EMS 2435L Total				\$200.00
EMS 2436L	Paramedic Lab II	Simulation Lab Fee	Flat	\$200.00
EMS 2436L Total				\$200.00
EMS 2438C	Advanced Clinical Internship	Simulation Lab Fee	Flat	\$50.00
EMS 2438C Total				\$50.00
EMS 2552	Advanced Cardiac Life Support	Simulation Lab Fee	Flat	\$45.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
EMS 2552 Total				\$45.00
EMS 2553	Pediatric Advanced Life Support	Simulation Lab Fee	Flat	\$45.00
EMS 2553 Total				\$45.00
EMS 2555	Pre-Hospital Trauma Life Support	Certification Fee	Flat	\$25.00
EMS 2555	Pre-Hospital Trauma Life Support	Class Supplies Fee	Flat	\$20.00
EMS 2555 Total				\$45.00
ENC 1101	English Composition I	Computer Lab Fee	Credit	\$6.00
ENC 1101 Total				\$6.00
ENC 2210	Technical Report Writing	Computer Lab Fee	Credit	\$6.00
ENC 2210 Total				\$6.00
ETD 2364C	Solidworks I	Technical Lab Fee	Flat	\$25.00
ETD 2364C Total				\$25.00
ETD 2368C	Solidworks II	Technical Lab Fee	Flat	\$25.00
ETD 2368C Total				\$25.00
ETI 1710	Occupational Safety	Certification Fee	Flat	\$55.00
ETI 1710	Occupational Safety	Testing Software Fee	Flat	\$30.00
ETI 1710 Total				\$85.00
ETI 2110	Total Quality Tools	Certification Fee	Flat	\$55.00
ETI 2110	Total Quality Tools	Testing Software Fee	Flat	\$30.00
ETI 2110 Total				\$85.00
ETM 1005C	Basic Mechanical Operations	Certification Fee	Flat	\$55.00
ETM 1005C	Basic Mechanical Operations	Testing Software Fee	Flat	\$30.00
ETM 1005C Total				\$85.00
ETM 1010C	Mechanical Measurements	Certification Fee	Flat	\$55.00
ETM 1010C	Mechanical Measurements	Testing Software Fee	Flat	\$30.00
ETM 1010C Total				\$85.00
ETM 1315C	Hydraulics Pneumatics Fundamtl	Class Supplies Fee	Flat	\$30.00
ETM 1315C	Hydraulics Pneumatics Fundamtl	Technical Lab Fee	Flat	\$25.00
ETM 1315C Total				\$55.00
ETS 1542C	Intro Programmable Logic Cntrl	Technical Lab Fee	Flat	\$25.00
ETS 1542C Total				\$25.00
EVR 1001C	Environmental	Science Lab Fee	Credit	\$14.00
EVR 1001C Total				\$14.00
FFP 0010	Firefighting I	Class Supplies Fee	Flat	\$1,260.00
FFP 0010	Firefighting I	Simulation Lab Fee	Flat	\$150.00
FFP 0010 Total				\$1,410.00
FFP 0020	Firefighting II	Simulation Lab Fee	Flat	\$150.00
FFP 0020 Total				\$150.00
FSS 1001	Culinary Techniques	Class Supplies Fee	Flat	\$100.00
FSS 1001 Total				\$100.00
FSS 1202L	Food Production I	Class Supplies Fee	Flat	\$320.00
FSS 1202L Total				\$320.00
FSS 1221L	Food Production II	Class Supplies Fee	Flat	\$330.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
FSS 1221L Total				\$330.00
FSS 1246L	Baking and Pastries I	Class Supplies Fee	Flat	\$250.00
FSS 1246L Total				\$250.00
FSS 1250C	Dining Room Mgmt and Service	Class Supplies Fee	Flat	\$65.00
FSS 1250C Total				\$65.00
FSS 2030C	Contemporary Cuisine	Class Supplies Fee	Flat	\$250.00
FSS 2030C Total				\$250.00
FSS 2241L	International Regional Cuisine	Class Supplies Fee	Flat	\$330.00
FSS 2241L Total				\$330.00
FSS 2284C	Catering Banquet Event Mgmt	Class Supplies Fee	Flat	\$65.00
FSS 2284C Total				\$65.00
GEB 1220	Business and Sup Comm	Certification Fee	Flat	\$50.00
GEB 1220 Total				\$50.00
GLY 2010C	Principles of Geology I	Science Lab Fee	Credit	\$3.00
GLY 2010C Total				\$3.00
GLY 2100C	Principles of Geology II	Science Lab Fee	Credit	\$3.00
GLY 2100C Total				\$3.00
GRA 1151C	Illustration I	Technical Lab Fee	Flat	\$50.00
GRA 1151C Total				\$50.00
GRA 1152C	Illustration II	Technical Lab Fee	Flat	\$50.00
GRA 1152C Total				\$50.00
GRA 2140C	Multimedia I	Technical Lab Fee	Flat	\$50.00
GRA 2140C Total				\$50.00
GRA 2190C	Graphic Design I	Technical Lab Fee	Flat	\$50.00
GRA 2190C Total				\$50.00
GRA 2950C	Advanced Graphic Projects	Technical Lab Fee	Flat	\$50.00
GRA 2950C Total				\$50.00
HCP 0121	Nursing Assistant	Class Supplies Fee	Flat	\$105.00
HCP 0121 Total				\$105.00
HLP 1081	Wellness	Simulation Lab Fee	Flat	\$25.00
HLP 1081 Total				\$25.00
HSC 1400	First Aid	Class Supplies Fee	Flat	\$15.00
HSC 1400 Total				\$15.00
LAE 4343C	Writing Across the Curriculum	Certification Fee	Flat	\$150.00
LAE 4343C Total				\$150.00
MAE 3350C	Prin Mthds Teaching Math K-6	Field Supervision Fee	Flat	\$106.00
MAE 3350C Total				\$106.00
MCB 2010C	Microbiology	Science Lab Fee	Credit	\$58.00
MCB 2010C Total				\$58.00
MEA 0520	Phlebotomy	Class Supplies Fee	Flat	\$130.00
MEA 0520 Total				\$130.00
MEA 1040C	Phlebotomy for MLT	Class Supplies Fee	Flat	\$100.00
MEA 1040C	Phlebotomy for MLT	Simulation Lab fee	Flat	\$16.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
MEA 1040C Total				\$116.00
MLT 1022C	Introduction to Medical Laboratory Technology	Class Supplies Fee	Flat	\$50.00
MLT 1022C	Introduction to Medical Laboratory Technology	Simulation Lab fee	Flat	\$16.00
MLT 1022C	Introduction to Medical Laboratory Technology	Testing Software Fee	Flat	\$44.00
MLT 1022C Total				\$110.00
MLT 1221C	Urinalysis and Body Fluids	Class Supplies Fee	Flat	\$110.00
MLT 1221C	Urinalysis and Body Fluids	Simulation Lab Fee	Flat	\$38.00
MLT 1221C	Urinalysis and Body Fluids	Software support fee	Flat	\$44.00
MLT 1221C Total				\$192.00
MLT 1300C	Hematology I	Class Supplies Fee	Flat	\$205.00
MLT 1300C	Hematology I	Simulation Lab Fee	Flat	\$30.00
MLT 1300C Total				\$235.00
MLT 1302C	Hematology II	Class Supplies Fee	Flat	\$178.00
MLT 1302C	Hematology II	Simulation Lab Fee	Flat	\$30.00
MLT 1302C Total				\$208.00
MLT 1401C	Medical Microbiology	Class Supplies Fee	Flat	\$115.00
MLT 1401C	Medical Microbiology	Simulation Lab Fee	Flat	\$22.00
MLT 1401C Total				\$137.00
MLT 1500C	Immunology Serology	Class Supplies Fee	Flat	\$94.00
MLT 1500C	Immunology Serology	Simulation Lab Fee	Flat	\$10.00
MLT 1500C Total				\$104.00
MLT 1525C	Immunohematology	Class Supplies Fee	Flat	\$238.00
MLT 1525C	Immunohematology	Simulation Lab Fee	Flat	\$10.00
MLT 1525C Total				\$248.00
MLT 1610C	Clinical Chemistry	Class Supplies Fee	Flat	\$94.00
MLT 1610C	Clinical Chemistry	Simulation Lab Fee	Flat	\$10.00
MLT 1610C Total				\$104.00
MLT 2800L	Clinical Practicum I	Certification Fee	Flat	\$72.00
MLT 2800L	Clinical Practicum I	Class Supplies Fee	Flat	\$88.00
MLT 2800L	Clinical Practicum I	Software support fee	Flat	\$35.00
MLT 2800L Total				\$195.00
MLT 2807L	Clinical Practicum II	Certification Fee	Flat	\$72.00
MLT 2807L	Clinical Practicum II	Software support fee	Flat	\$35.00
MLT 2807L Total				\$107.00
MLT 2811L	Clinical Practicum III	Certification Fee	Flat	\$72.00
MLT 2811L	Clinical Practicum III	Software support fee	Flat	\$265.00
MLT 2811L Total				\$337.00
MNA 1161	Customer Service	Certification Fee	Flat	\$50.00
MNA 1161 Total				\$50.00
MUM 2600	Recording Techniques I	Technical Lab Fee	Flat	\$30.00
MUM 2600 Total				\$30.00
MUM 2601	Recording Techniques II	Technical Lab Fee	Flat	\$30.00
MUM 2601 Total				\$30.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
MUM 2604	Multi-Track Mixdown (Post Production)	Technical Lab Fee	Flat	\$30.00
MUM 2604 Total				\$30.00
MUN 1340A	NWFSC Show Choir I	Fine Arts Production Fee	Flat	\$20.00
MUN 1340A Total				\$20.00
MUN 1710A	Rock & Jazz Ensemble I	Fine Arts Production Fee	Flat	\$20.00
MUN 1710A Total				\$20.00
MUN 1720A	Rock & Jazz Ensemble II	Fine Arts Production Fee	Flat	\$20.00
MUN 1720A Total				\$20.00
MUN 2371	NWFSC Show Choir II	Fine Arts Production Fee	Flat	\$20.00
MUN 2371 Total				\$20.00
MVK 1211	Applied Music - Piano I	Applied Music Lessons	Flat	\$110.00
MVK 1211 Total				\$110.00
MVK 1311	Applied Music-Piano I for Majors	Applied Music Lessons	Flat	\$220.00
MVK 1311 Total				\$220.00
MVK 2221	Applied Music - Piano II	Applied Music Lessons	Flat	\$110.00
MVK 2221 Total				\$110.00
MVK 2321	Applied Music-Piano II for Majors	Applied Music Lessons	Flat	\$220.00
MVK 2321 Total				\$220.00
MVP 1201	Applied Music Percussion I	Applied Music Lessons	Flat	\$110.00
MVP 1201 Total				\$110.00
MVP 2202	Applied Music Percussion II	Applied Music Lessons	Flat	\$110.00
MVP 2202 Total				\$110.00
MVS 1016	Applied String Guitar I	Applied Music Lessons	Flat	\$110.00
MVS 1016 Total				\$110.00
MVS 1017	Applied Strings Bass Guitar I	Applied Music Lessons	Flat	\$110.00
MVS 1017 Total				\$110.00
MVS 1201	Applied Music Sec Strings I	Applied Music Lessons	Flat	\$110.00
MVS 1201 Total				\$110.00
MVS 2026	Applied Strings Guitar II	Applied Music Lessons	Flat	\$110.00
MVS 2026 Total				\$110.00
MVS 2202	Applied Music Sec Strings II	Applied Music Lessons	Flat	\$110.00
MVS 2202 Total				\$110.00
MVV 1211	Applied Music Voice I	Applied Music Lessons	Flat	\$110.00
MVV 1211 Total				\$110.00
MVV 1311	Applied Music-Voice I for Majors	Applied Music Lessons	Flat	\$220.00
MVV 1311 Total				\$220.00
MVV 2221	Applied Music Voice II	Applied Music Lessons	Flat	\$110.00
MVV 2221 Total				\$110.00
MVV 2322	Applied Music-Voice II for Majors	Applied Music Lessons	Flat	\$220.00
MVV 2322 Total				\$220.00
MVW 1201	Applied Music Sec Woodwinds I	Applied Music Lessons	Flat	\$110.00
MVW 1201 Total				\$110.00
MVW 2202	Applied Music Woodwinds II	Applied Music Lessons	Flat	\$110.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
MVW 2202 Total				\$110.00
NUR 1021C	Nursing Process I	Testing Software Fee	Flat	\$744.00
NUR 1021C Total				\$744.00
NUR 1021L	Nursing Process I Clin Exp	Class Supplies Fee	Flat	\$210.00
NUR 1021L	Nursing Process I Clin Exp	Simulation Lab Fee	Flat	\$60.00
NUR 1021L	Nursing Process I Clin Exp	Software Support Fee	Flat	\$60.00
NUR 1021L Total				\$330.00
NUR 1231C	Nursing Process II	Testing Software Fee	Flat	\$744.00
NUR 1231C Total				\$744.00
NUR 1750L	Nursing Process II Clin Exp	Class Supplies Fee	Flat	\$235.00
NUR 1750L	Nursing Process II Clin Exp	Simulation Lab Fee	Flat	\$60.00
NUR 1750L	Nursing Process II Clin Exp	Software Support Fee	Flat	\$60.00
NUR 1750L Total				\$355.00
NUR 2233C	Nursing Process III	Testing Software Fee	Flat	\$744.00
NUR 2233C Total				\$744.00
NUR 2233L	Nursing Process III Clin Exp	Class Supplies Fee	Flat	\$210.00
NUR 2233L	Nursing Process III Clin Exp	Simulation Lab Fee	Flat	\$60.00
NUR 2233L	Nursing Process III Clin Exp	Software Support Fee	Flat	\$60.00
NUR 2233L Total				\$330.00
NUR 2241C	Nursing Process IV	Testing Software Fee	Flat	\$744.00
NUR 2241C Total				\$744.00
NUR 2241L	Nursing Process IV Clin Exp	Class Supplies Fee	Flat	\$120.00
NUR 2241L	Nursing Process IV Clin Exp	Simulation Lab Fee	Flat	\$60.00
NUR 2241L	Nursing Process IV Clin Exp	Software Support Fee	Flat	\$60.00
NUR 2241L Total				\$240.00
OCE 1001C	Oceanography	Science Lab Fee	Credit	\$6.00
OCE 1001C Total				\$6.00
PEM 1131A	Strength Training	Simulation Lab Fee	Flat	\$21.00
PEM 1131A Total				\$21.00
PEM 2108	Fitness Lab	Class Supplies Fee	Flat	\$15.00
PEM 2108	Fitness Lab	Simulation Lab Fee	Flat	\$7.00
PEM 2108 Total				\$22.00
PGY 1220C	Commercial Photography I	Technical Lab Fee	Flat	\$50.00
PGY 1220C Total				\$50.00
PGY 1801C	Digital Photo I	Technical Lab Fee	Flat	\$50.00
PGY 1801C Total				\$50.00
PHT 1007	Topics in Physical Therapy	Software Support Fee	Flat	\$92.00
PHT 1007 Total				\$92.00
PHT 1128	Functional Anatomy Kinesiology	Testing Software Fee	Flat	\$44.00
PHT 1128 Total				\$44.00
PHT 1128L	Functional Anat Kinesiolgy Lab	Class Supplies Fee	Flat	\$1.00
PHT 1128L	Functional Anat Kinesiolgy Lab	Software Support Fee	Flat	\$169.00
PHT 1128L Total				\$170.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
PHT 1200	Basic Patient Care	Testing Software Fee	Flat	\$44.00
PHT 1200 Total				\$44.00
PHT 1200L	Basic Patient Care Lab	Class Supplies Fee	Flat	\$13.00
PHT 1200L Total				\$13.00
PHT 1211	PT Principles and Procedures	Software Support Fee	Flat	\$92.00
PHT 1211	PT Principles and Procedures	Testing Software Fee	Flat	\$44.00
PHT 1211 Total				\$136.00
PHT 1211L	PT Principl and Procedures Lab	Class Supplies Fee	Flat	\$29.00
PHT 1211L Total				\$29.00
PHT 1224L	Therapeutic Tech Disabil Lab	Class Supplies Fee	Flat	\$12.00
PHT 1224L Total				\$12.00
PHT 1931	PTA Seminar	Software Support Fee	Flat	\$34.00
PHT 1931 Total				\$34.00
PHT 2162	Neurological Disabil Treatment	Class Supplies Fee	Flat	\$71.00
PHT 2162 Total				\$71.00
PHT 2162L	Neurolo Disabil Treatmt Lab	Class Supplies Fee	Flat	\$6.00
PHT 2162L Total				\$6.00
PHT 2252	Orthopedic Disabil and Treatmt	Software Support Fee	Flat	\$71.00
PHT 2252 Total				\$71.00
PHT 2252L	Orthopedic Disabil Treatmt Lab	Class Supplies Fee	Flat	\$6.00
PHT 2252L Total				\$6.00
PHT 2704L	Advanced Rehab Concept PT Lab	Class Supplies Fee	Flat	\$8.00
PHT 2704L Total				\$8.00
PHT 2930	Trends in Physical Therapy	Software Support Fee	Flat	\$175.00
PHT 2930	Trends in Physical Therapy	Testing Software Fee	Flat	\$79.00
PHT 2930 Total				\$254.00
PHY 1053C	Gen. Physics w/o Calculus I	Science Lab Fee	Credit	\$3.00
PHY 1053C Total				\$3.00
PHY 1054C	Gen. Physics w/o Calculus II	Science Lab Fee	Credit	\$3.00
PHY 1054C Total				\$3.00
PHY 2048C	General Physics with Calculus I	Science Lab Fee	Credit	\$3.00
PHY 2048C Total				\$3.00
PHY 2049C	General Physics with Calculus II	Science Lab Fee	Credit	\$3.00
PHY 2049C Total				\$3.00
PMT 0000C	Welding Construction Safety	Technical Lab Fee	Flat	\$59.00
PMT 0000C Total				\$59.00
PMT 0105C	Blueprint Reading for Welders	Technical Lab Fee	Flat	\$30.00
PMT 0105C	Blueprint Reading for Welders	Testing Software Fee	Flat	\$6.00
PMT 0105C Total				\$36.00
PMT 0121C	Basic Shield Metal Arc (SMAW)	Class Supplies Fee	Flat	\$611.00
PMT 0121C	Basic Shield Metal Arc (SMAW)	Technical Lab Fee	Flat	\$30.00
PMT 0121C	Basic Shield Metal Arc (SMAW)	Testing Software Fee	Flat	\$8.00
PMT 0121C Total				\$649.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
PMT 0124C	Advanced Shielded Metal Arc Welding	Class Supplies Fee	Flat	\$604.00
PMT 0124C	Advanced Shielded Metal Arc Welding	Technical Lab Fee	Flat	\$15.00
PMT 0124C	Advanced Shielded Metal Arc Welding	Testing Software Fee	Flat	\$3.00
PMT 0124C Total				\$622.00
PMT 0129C	Intermed Shielded Metal Arc Welding	Class Supplies Fee	Flat	\$450.00
PMT 0129C	Intermed Shielded Metal Arc Welding	Technical Lab Fee	Flat	\$15.00
PMT 0129C	Intermed Shielded Metal Arc Welding	Welding Test Fee	Flat	\$155.00
PMT 0129C Total				\$620.00
PMT 0136C	Gas Tun Arc Shl Met Arc Pipe	Class Supplies Fee	Flat	\$550.00
PMT 0136C	Gas Tun Arc Shl Met Arc Pipe	Technical Lab Fee	Flat	\$30.00
PMT 0136C	Gas Tun Arc Shl Met Arc Pipe	Testing Software Fee	Flat	\$8.00
PMT 0136C	Gas Tun Arc Shl Met Arc Pipe	Welding Test Fee	Flat	\$310.00
PMT 0136C Total				\$898.00
PMT 0143C	Flux-Core Arc Welding (FCAW)	Class Supplies Fee	Flat	\$611.00
PMT 0143C	Flux-Core Arc Welding (FCAW)	Testing Software Fee	Flat	\$6.00
PMT 0143C	Flux-Core Arc Welding (FCAW)	Welding Test Fee	Flat	\$155.00
PMT 0143C Total				\$772.00
PMT 0147C	Gas Metal Arc Welding	Class Supplies Fee	Flat	\$251.00
PMT 0147C	Gas Metal Arc Welding	Technical Lab Fee	Flat	\$30.00
PMT 0147C	Gas Metal Arc Welding	Testing Software Fee	Flat	\$6.00
PMT 0147C	Gas Metal Arc Welding	Welding Test Fee	Flat	\$155.00
PMT 0147C Total				\$442.00
PMT 0155C	Gas Tungsten Arc Welding	Class Supplies Fee	Flat	\$400.00
PMT 0155C	Gas Tungsten Arc Welding	Technical Lab Fee	Flat	\$30.00
PMT 0155C	Gas Tungsten Arc Welding	Testing Software Fee	Flat	\$6.00
PMT 0155C	Gas Tungsten Arc Welding	Welding Test Fee	Flat	\$155.00
PMT 0155C Total				\$591.00
PMT 0159C	Metal Prep and Thermal Processing	Class Supplies Fee	Flat	\$381.00
PMT 0159C	Metal Prep and Thermal Processing	Technical Lab Fee	Flat	\$30.00
PMT 0159C	Metal Prep and Thermal Processing	Testing Software Fee	Flat	\$13.00
PMT 0159C Total				\$424.00
PMT 0160C	Pipefitting and Pipe Fabrication	Class Supplies Fee	Flat	\$355.00
PMT 0160C	Pipefitting and Pipe Fabrication	Technical Lab Fee	Flat	\$30.00
PMT 0160C Total				\$385.00
PMT 0161C	Shielded Metal Arc Welding Pipe	Class Supplies Fee	Flat	\$487.00
PMT 0161C	Shielded Metal Arc Welding Pipe	Technical Lab Fee	Flat	\$30.00
PMT 0161C	Shielded Metal Arc Welding Pipe	Testing Software Fee	Flat	\$3.00
PMT 0161C	Shielded Metal Arc Welding Pipe	Welding Test Fee	Flat	\$155.00
PMT 0161C Total				\$675.00
PMT 0167C	Specialty Pipe Welding	Class Supplies Fee	Flat	\$359.00
PMT 0167C	Specialty Pipe Welding	Testing Software Fee	Flat	\$6.00
PMT 0167C	Specialty Pipe Welding	Welding Test Fee	Flat	\$310.00
PMT 0167C Total				\$675.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
PMT 0229C	Weld Inspection Fundamentals	Class Supplies Fee	Flat	\$51.00
PMT 0229C	Weld Inspection Fundamentals	Technical Lab Fee	Flat	\$30.00
PMT 0229C Total				\$81.00
PMT 1203C	Introduction to Machining	Class Supplies Fee	Flat	\$60.00
PMT 1203C	Introduction to Machining	Technical Lab Fee	Flat	\$35.00
PMT 1203C Total				\$95.00
PMT 1250C	Introduction to CNC Machining	Class Supplies Fee	Flat	\$60.00
PMT 1250C	Introduction to CNC Machining	Technical Lab Fee	Flat	\$35.00
PMT 1250C Total				\$95.00
PMT 2261C	CNC Machining I	Class Supplies Fee	Flat	\$60.00
PMT 2261C	CNC Machining I	Technical Lab Fee	Flat	\$35.00
PMT 2261C Total				\$95.00
PMT 2262C	CNC Machining II	Class Supplies Fee	Flat	\$60.00
PMT 2262C	CNC Machining II	Technical Lab Fee	Flat	\$35.00
PMT 2262C Total				\$95.00
RED 3511C	Intermediate Literacty 3-6	Certification Fee	Flat	\$150.00
RED 3511C Total				\$150.00
RED 4519C	Diagnostic & Instructional Interventions in Reading	Field Supervision Fee	Flat	\$106.00
RED 4519C Total				\$106.00
RTE 1457C	Rad Technique II	Simulation Lab Fee	Flat	\$50.00
RTE 1457C Total				\$50.00
RTE 1503C	Rad Procedures I	Simulation Lab Fee	Flat	\$100.00
RTE 1503C Total				\$100.00
RTE 1513C	Rad Procedures II	Simulation Lab Fee	Flat	\$100.00
RTE 1513C Total				\$100.00
RTE 1804L	Clinic I	Class Supplies Fee	Flat	\$90.00
RTE 1804L	Clinic I	Software Support Fee	Flat	\$150.00
RTE 1804L Total				\$240.00
RTE 1814L	Clinic II	Class Supplies Fee	Flat	\$90.00
RTE 1814L Total				\$90.00
RTE 1824L	Clinic III	Class Supplies Fee	Flat	\$90.00
RTE 1824L Total				\$90.00
RTE 2061	Rad Prep for Pract	Testing Software Fee	Flat	\$140.00
RTE 2061 Total				\$140.00
RTE 2523C	Rad Procedures III	Simulation Lab Fee	Flat	\$50.00
RTE 2523C	Rad Procedures III	Testing Software Fee	Flat	\$70.00
RTE 2523C Total				\$120.00
RTE 2533C	Rad Procedures IV	Simulation Lab Fee	Flat	\$100.00
RTE 2533C Total				\$100.00
RTE 2844L	Clinic IV	Class Supplies Fee	Flat	\$90.00
RTE 2844L Total				\$90.00
RTE 2854L	Clinic V	Class Supplies Fee	Flat	\$90.00
RTE 2854L Total				\$90.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
SCE 3350C	Prin/Meth Science K-6	Field Supervision Fee	Flat	\$106.00
SCE 3350C Total				\$106.00
TPA 2232	Intro to Costume Technology	Class Supplies Fee	Flat	\$30.00
TPA 2232 Total				\$30.00
TPA 2331	Costume Construction	Class Supplies Fee	Flat	\$30.00
TPA 2331 Total				\$30.00
TSL4140C	ESOL Methods Curric & Assessmn	Field Supervision Fee	Flat	\$106.00
TSL4140C Total				\$106.00
ZOO 1010C	Zoology	Science Lab Fee	Credit	\$3.00
ZOO 1010C Total				\$3.00

**Northwest Florida State College
2025-26 Proposed Insurance Fees**

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
NUR 1750L	Nursing Process II Clin Exp	Professional Liability Ins	Flat	\$9.00
NUR 2233L	Nursing Process III Clin Exp	Professional Liability Ins	Flat	\$9.00
PHT 1128L	Functional Anat Kinesiology Lab	Professional Liability Ins	Flat	\$9.00
PHT 2810L	PT Clinical Practice II	Professional Liability Ins	Flat	\$9.00
EDG 4940	Internship Elementary Ed	Professional Liability Ins	Flat	\$9.00
EMS 2438C	Advanced Clinical Internship	Professional Liability Ins	Flat	\$9.00
FSS 2942	Culinary Internship	Professional Liability Ins	Flat	\$9.00
HCP 0121	Nursing Assistant	Professional Liability Ins	Flat	\$9.00
HFT 2942	Hospitality Internship	Professional Liability Ins	Flat	\$9.00
MEA 0520	Phlebotomy	Professional Liability Ins	Flat	\$9.00
MLT 1022C	Introduction to Medical Laboratory Technology	Professional Liability Ins	Flat	\$9.00
MLT 2807L	Clinical Practicum II	Professional Liability Ins	Flat	\$9.00
RTE 1804L	Clinic I	Professional Liability Ins	Flat	\$9.00
RTE 2844L	Clinic IV	Professional Liability Ins	Flat	\$9.00
TSL 3081C	TESOL Issues & Practices	Professional Liability Ins	Flat	\$9.00
AMT 0701	AMT General I	Student Accident Coverage	Flat	\$5.00
ART 1750C	Beginning Ceramics	Student Accident Coverage	Flat	\$5.00
ART 2930	Art - Special Topics	Student Accident Coverage	Flat	\$5.00
ASC 2560C	Unmanned Aerial Vehicle Systems	Student Accident Coverage	Flat	\$5.00
BCT 2761C	Structural Systems in Const.	Student Accident Coverage	Flat	\$5.00
CHM 1045C	College Chemistry I	Student Accident Coverage	Flat	\$5.00
CJK 0096A	Physical Fitness I	Student Accident Coverage	Flat	\$5.00
CJK 0096B	Physical Fitness II	Student Accident Coverage	Flat	\$5.00
DAA 1104	Modern Dance I	Student Accident Coverage	Flat	\$5.00
DAA 1204	Ballet I	Student Accident Coverage	Flat	\$5.00
DAA 1504	Jazz Dance I	Student Accident Coverage	Flat	\$5.00
DAA 1520	Tap I	Student Accident Coverage	Flat	\$5.00
DAA 1580	Musical Theatre Dance I	Student Accident Coverage	Flat	\$5.00
DAA 1681	Dance Ensemble	Student Accident Coverage	Flat	\$5.00
DAN 1750	Dance Conditioning	Student Accident Coverage	Flat	\$5.00
EDG 4940	Internship Elementary Ed	Student Accident Coverage	Flat	\$5.00
EEL 2603C	Robotics Mechanics and Controls	Student Accident Coverage	Flat	\$5.00
EET 1015C	Electricity I/DC Circuits	Student Accident Coverage	Flat	\$5.00
EET 2155C	Linear Integrated Circuits	Student Accident Coverage	Flat	\$5.00
EMS 0110	Emergency Medical Technician ATD	Student Accident Coverage	Flat	\$5.00
EMS 2231	Paramedic Processes I	Student Accident Coverage	Flat	\$5.00
ETD 2364C	Solidworks I	Student Accident Coverage	Flat	\$5.00
ETM 1315C	Hydraulics Pneumatics Fundamtl	Student Accident Coverage	Flat	\$5.00
FFP 0020	Firefighting II	Student Accident Coverage	Flat	\$5.00
FSS 1202L	Food Production I	Student Accident Coverage	Flat	\$5.00
HCP 0121	Nursing Assistant	Student Accident Coverage	Flat	\$5.00

Course	Title	Fee Description	Fee Type	2025-26 Fee Amount
MCB 2010C	Microbiology	Student Accident Coverage	Flat	\$5.00
MEA 0520	Phlebotomy	Student Accident Coverage	Flat	\$5.00
MEA 1040C	Phlebotomy for MLT	Student Accident Coverage	Flat	\$5.00
MLT 1022C	Introduction to Medical Laboratory Technology	Student Accident Coverage	Flat	\$5.00
MLT 2800L	Clinical Practicum I	Student Accident Coverage	Flat	\$5.00
NUR 1750L	Nursing Process II Clin Exp	Student Accident Coverage	Flat	\$5.00
NUR 2233L	Nursing Process III Clin Exp	Student Accident Coverage	Flat	\$5.00
PHT 1128L	Functional Anat Kinesiology Lab	Student Accident Coverage	Flat	\$5.00
PHT 2810L	PT Clinical Practice II	Student Accident Coverage	Flat	\$5.00
PMT 0000C	Welding Construction Safety	Student Accident Coverage	Flat	\$5.00
PMT 0136C	Gas Tun Arc Shl Met Arc Pipe	Student Accident Coverage	Flat	\$5.00
PMT 1203C	Introduction to Machining	Student Accident Coverage	Flat	\$5.00
PMT 2261C	CNC Machining I	Student Accident Coverage	Flat	\$5.00
RTE 1804L	Clinic I	Student Accident Coverage	Flat	\$5.00
RTE 2844L	Clinic IV	Student Accident Coverage	Flat	\$5.00
TPA 1210	Stagecraft	Student Accident Coverage	Flat	\$5.00
TPA 1290	Tech Theatre Lab I	Student Accident Coverage	Flat	\$5.00
TPP 1190	Rehearsal and Performance	Student Accident Coverage	Flat	\$5.00
TPP 2110	Acting I	Student Accident Coverage	Flat	\$5.00
TPP 2533	Stage Combat I	Student Accident Coverage	Flat	\$5.00
TSL 3081C	TESOL Issues & Practices	Student Accident Coverage	Flat	\$5.00

2025 - 2026 | Salary Schedule

NORTHWEST
FLORIDA
STATE COLLEGE



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INTRODUCTION

The Northwest Florida State College Salary Schedule is established under Florida Statutes § 1001.64(18), as amended, and approved by The District Board of Trustees of Northwest Florida State College (“Board” or “Board of Trustees”). The President recommends the Salary Schedule to the Board of Trustees before the beginning of each new fiscal year with the annual budget proposal. Once approved, the Salary Schedule becomes the approved instrument to determine employee compensation.

The Northwest Florida State College Salary Schedule states standards for all full-time and part-time employees, including the employees of The Collegiate High School at Northwest Florida State College (“CHS”). CHS positions are prefaced by “CHS.”

Objectives

The Salary Schedule is designed to ensure that the College complies with state and federal compensation regulations, ensures fair treatment of applicants and employees, enhances its ability to attract and retain quality faculty and staff, and acts as a reference for compensation decisions.

Notice of Equal Access/Equal Opportunity and Nondiscrimination

Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. If you have questions regarding compliance with the College’s nondiscrimination policy or a complaint regarding harassment or discrimination, please contact:

Roberta Mackey
Executive Director of Human Resources
100 College Blvd. East, Niceville, FL 32578
Building 330
Phone: (850) 729-5337
Email: mackeyr@nwfsc.edu

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq.) and its implementing regulations (34 C.F.R. part 106) prohibit and are designed to eliminate discrimination on the basis of sex in education programs or activities that receive federal financial assistance. The requirement not to discriminate in education programs or activities extends to admission and employment. Discrimination on the basis of sex includes, but is not limited to, sex-based harassment that is sufficiently serious to deny or limit an individual’s ability to participate in or benefit from the program at issue. Examples of sex-based harassment include sexual harassment, sexual violence, and gender-based harassment. The College complies with all aspects of Title IX and other federal and state laws regarding non-discrimination. For the College’s Title IX Procedure, visit: <https://www.nwfsc.edu/about/compliance/>. If you have questions regarding compliance with Title IX or if you have a complaint regarding sexual harassment or sexual violence, please contact the College’s Title IX Coordinator:

Tyler Rapposelli
Title IX Coordinator
100 College Blvd. East, Niceville, FL 32578
Building 330, Phone: (850) 729-5250
Email: rapposet@nwfsc.edu

EMPLOYEE CLASSIFICATIONS

Career Service: The primary duties of these positions include performance of support functions essential to the effective operation of the College. In limited circumstances, a Career Service personnel may supervise other employees or students. These positions are non-exempt under the Fair Labor Standards Act ("FLSA") and are subject to overtime and compensatory time. These personnel are not eligible to teach.

Professional: The primary duties of these positions include directing, supervising, and performing work of a highly technical nature to ensure College resources are being used properly. Except for the first professional classification ("Professional I"), these positions are exempt under the FLSA. Assistant coaches are included within the Professional schedule as FLSA exempt positions.

Administrative: The primary duties of these positions generally include directing, scheduling, managing, and supervising College employees and departmental resources. These positions are exempt under the FLSA.

Executive: The primary duties of these positions include executive decision-making, planning, directing, developing, organizing, and using resources in a manner that is prudent for the operation of the College. These positions are exempt under the FLSA.

Part-Time Employees: Part-time employees are hired on an as needed basis. Each semester or fiscal year the department head is responsible for submitting a new Personnel Action Form ("PAF") for approval to continue the employment of a part-time employee. These positions work no more than 29 hours per week.

Instructional: These positions are designated for faculty. The primary duties involve direct instruction, student support activities, professional development, and service to the College. Instructional personnel are exempt from the provisions of the FLSA. In alignment with Board Policy TL 20.00, academic ranks exist to define a faculty member's employment status at the College. Academic rank specifications represent a faculty member's progression through major landmarks in their career.

The College recognizes and awards the following ranks:

1. **Adjunct Instructor**: A faculty member appointed to a part-time, at-will faculty position on an as needed basis. Adjunct instructor positions are not full-time and are not eligible for any faculty contract or benefits.
2. **Visiting Instructor**: A faculty member appointed to a temporary, full-time faculty position. Visiting instructor positions are not eligible for continuing contract. The College may issue non-continuing contracts to faculty in visiting instructor positions in accordance with Board policy regarding Full-time Faculty Contracts.
3. **Instructor**: A faculty member appointed to a full-time faculty position. Instructor positions are not eligible for continuing contract. The College may issue non-continuing contracts to faculty in instructor positions in accordance with Board policy regarding Full-time Faculty Contracts.
4. **Assistant Professor**: A faculty member appointed to a full-time faculty position. Assistant Professor positions are eligible for continuing contract in accordance with Board policy regarding Full-time Faculty Contracts.

5. Associate Professor: A faculty member appointed to a full-time faculty position who has been awarded a continuing contract in accordance with Board policy regarding Full-time Faculty Contracts.
6. Professor: A faculty member appointed to a full-time faculty position who has been awarded a continuing contract, and who has successfully completed two annual performance reviews following a continuing contract award, in accordance with Board policy regarding Full-time Faculty Contracts. Faculty may not hold the rank of Professor with fewer than seven years of full-time teaching experience at NWFSC.

CHS faculty positions are FLSA exempt positions and are separate from the College's faculty academic ranks. CHS faculty receive an annual, 10-month appointment, which is not eligible for continuing contract status. The primary duties involve direct instruction, student support activities, professional development, and service to CHS and the College. Based on specific CHS needs, there may exist a hybrid teaching and non-instructional role, which will be paid on the non-instructional pay scale.

Instructional – Adjunct Faculty: These College positions teach classes but are temporary and part-time and are on an as-needed basis each semester. All adjunct faculty assigned to teach college-credit or clock-hour coursework must have appropriate faculty qualifications, which may include academic credentials, professional licensure or industry certification, or a variance form with supporting documentation of alternate qualifications based on work experience or other record of achievement, which has been evaluated and approved by the Program Director, Academic Dean, and Vice President of Academic Affairs. Instructional personnel are FLSA exempt.

Position Types for FRS

- Regular Positions: For the purpose of determining eligibility for Florida Retirement System benefits, a regularly established position is an authorized and established position within the College staffing plan created to satisfy a continuing and recurring workload requirement. Regular positions can be full-time or part-time.
- Temporary Positions: For the purpose of determining eligibility for Florida Retirement System benefits, a temporary position includes full-time or part-time positions that are six months or less, casual laborers (persons who work intermittently when there are specific tasks to be performed), student employees, work study employees, temporary instructional personnel (persons appointed to teach with no expectation of continuation beyond one semester at a time), substitute teachers (persons not on an instructional contract who work intermittently to substitute), consultants or other professional persons on contract, persons on call (employees who are called to work unexpectedly for brief period and whose employment ceases when the purpose is satisfied), temporary non-instructional personnel (persons appointed to non-teaching positions which are established with no expectation of continuation beyond one semester at a time), or temporary replacements (persons employed for six months or less to perform the duties of an incumbent of a regularly established position who is on an approved leave of absence). Employees filling temporary positions shall not be eligible for membership in the Florida Retirement System.

SALARY SCHEDULES

Personnel will be compensated in accordance with the applicable Salary Schedule and paid in accordance with their employment letter or contract, as applicable, and the applicable payroll calendar. Human Resources recommends salaries to the President based on educational background, experience, and position requirements. The following Salary Schedules provide the appropriate rates and ranges for each employment classification. The titles listed under each non-instructional Salary Schedule are not inclusive of all possible job titles assignable to that classification and pay grade.

Non-Instructional Personnel Salary Schedules

This section sets out the Non-Instructional Salary Schedules. The Classifications and Jobs Titles column reflects classification of positions (i.e., Professional I, Administrative II, or Executive) and job titles of positions at the College that are currently assigned to that pay grade, which is subject to change. The Recommended Education and Experience column states recommended education credentials and work experience for that pay grade, which is useful in recruiting (posting and advertising vacancies), hiring, and promoting, provided, however, that comparable, relevant experience (demonstrated success), education, and professional licensure may be considered in lieu of the stated recommended education and experience, particularly for hard-to-fill positions.

College non-instructional personnel are initially assigned a salary based upon the factors outlined below. The supervisor will consult with Human Resources to ensure accuracy of the initial recommended salary based on relevance of this information.

- Base salary – the minimum salary stated within the relevant range will be considered the starting base salary for new full-time employees who meet the minimum educational requirements and the years of related experience requirements.
- Classification level for posted position – generally, Office Specialist, Professional I, and Professional II positions are hired into the College at the base salary level.
- Compensation level at prior place of employment.
- Professional experience – no more than 3% of the base salary may be granted for each year of related, professional work experience beyond the minimum work requirements listed up to a maximum of 10 years.
- Comparison of positions – a review of salaries for current employees in the same or closely aligned positions within the same department as well as within the job classification.

The work obligation for full-time employees, which may be adjusted by the President as stated in the Employee Handbook in accordance with Board Policy, is up to 40 hours per week, exclusive of up to one (1) hour per day for lunch. Exempt personnel may be assigned work beyond 40 hours as needed. Work assignments may occur on evenings or weekends. Leave accrues as provided by Florida law and Board Policy.

Career Service– Non-Exempt

All positions on the Career Service Schedule are at-will and are subject to successful completion of a probationary period. The evaluation/probation period is intended to give new employees and promoted employees the opportunity to demonstrate the ability to achieve a satisfactory level of performance and to determine if the position is a good fit for both them and the College department. The supervisor of the Career Service probationary employee shall submit a 3-month and 6-month performance evaluation. The probationary period may be extended up to three times to enable the College and the employee to mutually assess the demands of the job. CHS Administrative Support positions are non-instructional and, as such, are not eligible to receive one-time lump sum payments as part of CHS A+ Funds spending plans or similar CHS allocations designated for instructional personnel.

Pay Grade	Classifications and Job Titles (Not inclusive of all job titles)	Minimum	Midpoint	Maximum	Recommended Education and Experience
1	Office Specialist <ul style="list-style-type: none">• Facilities• Library Specialist• Receiving Clerk• Mail Clerk• Grant Support Staff• CHS Administrative Support	\$32,841	\$45,855	\$59,458	High School Diploma, GED plus 1-4 years relevant work experience, or, as necessary for the position, Associate degree plus 1-4 years' relevant work experience, or Bachelor's degree plus 1 year relevant work experience. Trade certification in relevant work area may also be acceptable.

Professional I – Non-Exempt

All positions on the Professional I – Non-Exempt Schedule are at-will and are subject to successful completion of a probationary period. The evaluation/probation period is intended to give new employees and promoted employees the opportunity to demonstrate the ability to achieve a satisfactory level of performance and to determine if the position is a good fit for both them and the College department. The supervisor of these Professional I probationary employees shall submit a 3-month and 6-month performance evaluation. The probationary period may be extended up to three times to enable the College and the employee to mutually assess the demands of the job. CHS Student Support positions are non-instructional and, as such, are not eligible to receive one-time lump sum payments as part of CHS A+ Funds spending plans or similar CHS allocations designated for instructional personnel.

Pay Grade	Classifications and Job Titles (Not inclusive of all job titles)	Minimum	Midpoint	Maximum	Recommended Education and Experience
2	Professional I <ul style="list-style-type: none"> • Academic Affairs Coordinator • Academic Intervention Specialist • Coordinator – Dual Enrollment • Fiscal Accountant • Human Resources Specialist • Purchasing Coordinator 	\$37,063	\$53,742	\$63,394	Associate degree with 2-4 years' relevant work experience, or Bachelor's degree plus 1-3 years' relevant work experience. Trade certifications or professional licensure may also be acceptable. Campus Police Officer: High School diploma or GED with valid certification from accredited Police/Criminal Justice program plus 1-4 years' relevant experience; or Associate degree with valid certification from accredited Police/Criminal Justice program with 4-6 years' relevant experience

Professional, Administrative, and Executive – Exempt

Pay Grade	Classifications and Job Titles (Not inclusive of all job titles)	Minimum	Midpoint	Maximum	Recommended Education and Experience
3	Assistant Coach	\$24,550	\$33,034	\$44,487	Associate degree or Bachelor's degree plus 2-4 years' relevant work experience
4	Professional II <ul style="list-style-type: none"> • Copy Services Manager • Digital Content Creator • Events Manager • Gallery Director • Grants Management Coordinator • Student Services Advisor 	\$44,047	\$56,401	\$70,529	Bachelor's degree plus 4-6 years' relevant work experience. Trade certifications and/or professional licensure may also be acceptable.
5	Professional III <ul style="list-style-type: none"> • Associate Director of Campus Safety • Associate Director of Testing & Accommodations • Instructional Designer • Librarian • Web Developer 	\$49,553	\$66,621	\$87,751	Bachelor's degree plus 5-7 years' relevant work experience. Trade certifications and/or professional licensure may also be acceptable.

6	Administrative I <ul style="list-style-type: none"> • CHS Assistant Principals • Director • Head Coach • President's Exec. Asst. • Registrar • Senior System Admin. • Tech Services Manager 	\$54,241	\$69,856	\$88,097	Bachelor's degree plus at least 7 years' relevant work experience. Master's degree preferred. Academic Program Directors/Chairs: Master's degree CHS Administrators and Assistant Principals: Master's degree plus 3-5 years' relevant work experience Trade certifications and/or professional licensure may also be acceptable
7	Administrative II <ul style="list-style-type: none"> • Executive Director • Institutional Data Analyst • CHS Principal 	\$60,269	\$79,444	\$103,260	Master's degree plus 3-5 years' relevant work experience CHS Principal: Master's degree or Doctoral degree plus 10 years' relevant experience
8	Administrative III <ul style="list-style-type: none"> • Dean 	\$76,706	\$98,138	\$121,379	Master's degree plus 5-10 years' relevant work experience
9	Executive <ul style="list-style-type: none"> • Vice Presidents: Senior, Academic Affairs, or Business Ops. • Associate Vice President, Information Technology 	\$98,138	\$136,303	\$179,930	Master's degree or Doctoral degree plus 10 years' relevant work experience

Head Coach Post-Season Payments: Head Coaches are eligible for specific additional stipend payment when their sport continues playing and winning beyond the regular season. Such payment shall be in exchange for the additional working time and duties necessary to provide leadership and supervision for winning post-season play in the respective sport; this payment is paid as a stipend rather than base salary because it is only available when a Head Coach leads their team into post-season play and achieve wins at listed levels. The following payment levels are designed to compensate coaches for additional services when they demonstrate the ability to continue participation in the post-season, which also fosters the growth and development of student-athletes and contributes to the overall success of the College's athletic program. Payment levels are set at the beginning of each fiscal year and are not variable based on negotiation after performance by the respective Head Coach. The Head Coach must also be on staff for the payroll period following the last post-season achievement listed below to receive the payment. Payments are also subject to the availability of non-Fund 1 monies.

To be eligible to receive a post-season payment, the Head Coach must have earned a performance evaluation of no less than 3.5 overall in the immediate prior cycle of performance evaluations, and there must be no performance-related issues noted in the Head Coach's personnel file. The Athletic Director or Head Coaches' Supervisor shall ensure a Personnel Action form(s) for post-season pay, if appropriate, is submitted immediately following regular season play to ensure approval of the post-season pay in advance of post-season work performed and to identify the funding source. Within three business days of the close of the final event in which the team participates, the Athletic Director or Head Coaches' supervisor shall send a memo to Human Resources indicating the events in which the team participated and won and noting the payment amount due to the Head Coach, using the table below.

Basketball, Baseball and Softball Coaches:

The amount of the payment shall not exceed a total maximum of \$22,500 per coach.

Events Completed and Won by Team	Amount
Conference Championship	\$2,500
FCSAA State Championship**	\$5,000
<i>National Championship Play^^</i>	
National Tournament At-Large Bid**	\$2,500
NJCAA Quarterfinals (Elite-8)	\$2,500
NJCAA Final Four^^	\$5,000
NJCAA Runner-Up^^	\$7,500
NJCAA National Championship	\$15,000
<p>**Winning the FCSAA State Championship automatically clinches a bid in the NJCAA National Tournament, thus the At-Large Bid would not be compensated separately.</p> <p>^^The amount paid for these national championship play will only be the furthest level achieved, not a combination of each metric. For example, if a team advances to the NJCAA championship round, the total payment reflective of services would be \$7,500 for the runner-up or \$15,000 for the winner, without adding in amounts for prior rounds won.</p>	

E-Sports College-Employed Coach(es):

The amount of the payment shall not exceed a total payment of \$2,500 per College-employed coach (total budget not to exceed \$5,000).

Events Completed and Won by Team	Amount
NJCAA National Level League Competition Championship	\$2,500

Instructional Duties: Executive, administrative, and exempt professional personnel may be assigned instructional or instructional-related responsibilities as a part of their position's job description or in addition to their basic work obligation. Supplemental instruction assignments are governed by the Part-time Special Assignment As Needed and the College Adjunct and Supplemental Teaching Assignment Pay Rates noted in the Salary Schedule.

CHS Academic Support: CHS personnel with the title of Learning Coordinator are instructional and, as such, may be eligible to receive one-time lump sum payments as part of CHS A+ Funds spending plans or similar CHS allocations designated for instructional personnel.

Part-Time Pay Rates– Hourly Personnel

These rates reflect the pay rate assigned to part-time positions. The Assignments to Schedule column reflects past or current assignments at the College; other positions may be assigned to this schedule as the needs of the College demand and positions may be moved within the Hourly Rate column to meet hiring needs. Assignments to this schedule are made in consultation between Human Resources and the relevant department and in all instances subject to approval by the President. Past practice for position assignments is considered. Relevant considerations for the assignment include effective use of available funds and the nature, length, and scope of the assignment; job duties, experience, skills, and qualifications of available candidates; and availability of qualified candidates. Time sheets detailing the hours worked must be submitted by the employee, signed by the supervisor, and submitted to payroll using the appropriate form by the 15th of each subsequent month to generate employee payment.

Hourly Rate	Recommended Education & Experience	Assignments to Schedule
Minimum Wage	High School diploma or GED	<ul style="list-style-type: none"> • Federal Work-Study Student
\$15.00	High School diploma or GED (Minimal to no experience)	<ul style="list-style-type: none"> • Aids/Mentors/Note-takers • Cashiers • Night/Weekend Monitors • Staff Assistant or Program Assistants • Support Technicians • Test Proctors • Tutors • Campus Safety Specialist
\$16.00	High School diploma or GED, food safety certification, trade certification, and/or 1-2 years' relevant work experience	<ul style="list-style-type: none"> • Lab Assistants • Computer IT- Help Desk • Testing Specialist • Trade Worker- Renovation • CBA Ecology/Education Technician I • Raider Café/ Food Service
\$17.00	High School diploma or GED, Associate degree, and/or 2-4 years' relevant work experience	<ul style="list-style-type: none"> • Educational Advisor • Skilled Trade Worker Renovation • CBA Ecology/Education Technician II
\$18.00	Bachelor's degree, Commercial Driver's License, and/or trade certifications	<ul style="list-style-type: none"> • Testing Administrator • PT Student Success Support • Job Supervisor for Renovations
Up to \$23.00	Applicable degree, credential, or professional licensure, Law Enforcement Certification, and/or 4+ years' work experience	<ul style="list-style-type: none"> • Interpreter for the Hearing Impaired • Job Superintendent- Renovations • PT Campus Police • Bus Driver • PT Librarian
Up to \$36.00	Certified Law Enforcement for details and events	<ul style="list-style-type: none"> • After hours support • Professional Security

Part-Time Pay Rates – Special/Supplemental Assignment As-Needed

These rates reflect a one-time or special assignment that is infrequent, temporary, and as needed that is paid either an hourly or flat rate to perform services. The below-listed assignments reflect past assignments at the College; other assignments may be made to this schedule as the needs of the College demand. For full-time staff, paid supplemental assignments may not occur during normal work hours, and no additional compensation will be paid for supplemental assignments that overlap with assigned work or work that is related to their job description, regardless of which College department assigns the work.

Future assignments to this schedule will be made in consultation between Human Resources and the relevant department and in all instances with final approval by the President. Past practice for position assignments will be considered. Relevant considerations for the assignment include effective use of available funds and the nature, length, and scope of the assignment as well as job duties, experience, skills, and qualifications of available candidates. Time sheets detailing the hours worked must be submitted by the employee, signed by the supervisor, and submitted to payroll using the appropriate form by the 15th of each subsequent month to generate employee payment.

Current Assignments to Schedule	Pay Rates
Athletic Camps (Exempt Employees Only): <ul style="list-style-type: none"> Head Coach/Camp Director (max 1) Assistant Coach/Camp Assistant Directors (max 2) Camp Support Staff (max 4) 	\$165 per camp hour \$100 per camp hour \$20 per camp hour
CHS Capstone Research Paper Grading	\$50-\$1,000, as determined by CHS based on length, quantity, and qualifications needed to evaluate
CHS Course Development and Instruction (e.g., Supplemental Assignments for Minimester, WOW Week, Summer Programming—Industry certification camps, Early College enrichment events)	\$250-\$1,500, as determined by CHS based on length and type of commitment and with consideration for qualifications appropriate to the assignment
K-12 Programs Camp Staff (All camp compensation except Futures Forward faculty assignments that are not in-load.)	\$25.00 per hour
K-12 Programs Futures Forward (Faculty/Instructor compensation for non-in-load course assignments)	E-sports: \$25 per contact hour; Non-E-sports assignments: \$45 per contact hour
Workforce Development and Customized Training Instruction (Trainer)	\$17.16 - \$300.00 per contact hour; Placement within range is subject to approval of the Vice President of Academic Affairs.
Specialty Part-Time Professional Projects (e.g., musicians or professional labor)	\$20.00 - \$400.00 per hour; or up to \$15,000 per project (specialty, required work designated by the President). Hourly assignments should be made with consultation to the Part-Time Hourly pay schedule to ensure consistency. Assignments on this schedule for example, without limitation, may be paid on a per day or per project rate.

Instructional Personnel – Exempt

College Full-Time Instructional Personnel (9-month or 12-month) and Department Chairs

Instructional Personnel Basic Work Obligation: College full-time faculty members will work 34 hours per week, regardless of 9-month or 12-month status. CHS faculty will work 40 hours per week. Leave will accrue in accordance with Florida law and Board Policy. All instructional personnel may be assigned to appropriate courses to meet the needs of the College. Should there be a mix of instructional and instructional service equivalent obligations within the contract of a faculty member, the pro-rata distribution of salary to the respective functions will be determined by the Vice President of Academic Affairs. Except for department chairs, should the pro-rata classroom teaching portion of such a contract be less than fifty percent (50%) of a normal teaching load and the remaining assignment is other than instructional service equivalent, the position will cease to be instructional and will be reclassified.

Full-time faculty members must schedule 34 hours each week; supplemental assignments, if recommended by the chair/director and approved by the dean and Vice President of Academic Affairs, must be in addition to those hours. The weekly schedule must contain at least 25 student contact hours, comprising 15 hours of classroom instruction and 10 office hours at the faculty member's assigned location. The remaining 9 hours are Other Professional Activities (OPA), which is defined in Faculty Handbook.

College Instructional Personnel Compensation: College instructional personnel are initially assigned a salary within the appropriate level based upon the following criteria:

1. The minimum salary within the level is the base salary for the position;
2. Three percent of the base salary may be granted for each year of instructional or related work experience up to a maximum of 10 years. The supervisor will consult with Human Resources to ensure accuracy of the initial recommended salary in terms of relevance of the non-instructional experience and background of the instructional personnel to their assignment at the College and any allowance for experience outside of the educational frame of reference (for relevant work experience) is generally assessed on a 2-to-1 ratio.

Supplemental Assignment for College Instructional Personnel: A separate assignment may, as appropriate and according to established procedures, be given to full-time personnel, including qualified 12-month contract personnel, for a duration of less than nine months (either within or outside of their contract period) for provision of instructional services or other authorized services beyond their basic instructional contract. Determination of such assignments will be based on qualifications, interest, the need for such services, and the best interests of the students and the College.

9-Month Salary Base for College Instructional Personnel: Instructional personnel who are hired to work a 9-month schedule will follow the 9-Month Salary Base Schedule.

Experience Level	Bachelor's	Master's	Doctorate
0	\$39,981	\$42,380	\$44,960
1	\$41,181	\$43,651	\$46,309
2	\$42,381	\$44,922	\$47,657
3	\$43,579	\$46,194	\$49,006
4	\$44,779	\$47,465	\$50,355
5	\$45,979	\$48,736	\$51,705
6	\$47,178	\$50,007	\$53,054
7	\$48,376	\$51,279	\$54,402
8	\$49,575	\$52,550	\$55,751
9	\$50,777	\$53,821	\$57,098
10	\$51,976	\$55,094	\$58,448

12-Month Salary Base for College Instructional Personnel: Instructional personnel who are hired to work a 12-month schedule will follow the 12-Month Salary Base Schedule. Salary of individuals hired as 12-month faculty members will be determined by dividing the 9-month salary by 9 and multiplying it by 12. For example, if the 9-month salary is \$39,981, divide by 9 (\$4,443 monthly) and multiply by 12 (\$53,309).

Experience Level	Bachelor's	Master's	Doctorate
0	\$53,309	\$56,505	\$59,947
1	\$54,908	\$58,200	\$61,746
2	\$56,508	\$59,896	\$63,543
3	\$58,106	\$61,590	\$65,342
4	\$59,705	\$63,286	\$67,139
5	\$61,306	\$64,981	\$68,939
6	\$62,904	\$66,677	\$70,737
7	\$64,502	\$68,372	\$72,536
8	\$66,102	\$70,067	\$74,334
9	\$67,701	\$71,762	\$76,133
10	\$69,302	\$73,459	\$77,930

Department Chairs: The position of department chair only applies to General Education disciplines. Full-time faculty assigned a Department Chair position receive 12 credit hours release time in fall and spring terms from their full-time faculty duties, as appropriate for department administration responsibilities. Additionally, Department Chairs whose work extends throughout the summer months per the job description will receive a summer stipend of \$7,500 for work occurring after the spring term ends and before the next fall term begins. During summer months, all Department Chairs are expected to report to work at a NWFSC campus or center location for twenty hours per week.

CHS Instructional Personnel

CHS faculty positions are paid from the CHS budget, are exempt positions, and are separate from the College's faculty academic ranks. CHS faculty receive an annual, 10-month contract, which is not eligible for continuing contract status.

Instructional Personnel Type	Salary	Recommended Education and Experience
CHS Faculty	\$65,000	Master's degree plus 2 years' teaching experience. Bachelor's degree with certification(s) and 4 years' teaching experience may be substituted as needed.

College Adjunct and Supplemental Teaching Assignment Pay Rates

Supplemental and part-time instructional personnel are paid under this schedule according to the classification of the teaching assignment. When non-credit, college, vocational, or prep courses are taught in combined form, combination of the courses and placement on the below schedules is subject to approval by the Vice President of Academic Affairs.

Part-time instructional personnel are limited to twelve (12) semester hours including semester hour equivalents, 360 non-credit hours, or equivalent combination. Exceptions to these limits may be made under extenuating circumstances; advance approval from the Vice President of Academic Affairs is required. Each department shall maintain a roster of part-time (adjunct) faculty teaching during each term.

Course Type	Bachelor's	Master's	Doctorate
College Credit	\$600.00	\$677.00	\$738.00
Vocational Credit (Clinical, Lab, or Practicum)	\$600.00	\$677.00	\$738.00
College Credit (Contact Hour)	\$40.00 per contact hour	\$45.00 per contact hour	\$49.00 per contact hour
Vocational Credit (Theory/Didactic)	\$40.00 per contact hour	\$45.00 per contact hour	\$49.00 per contact hour

Pay Rates for Public Service/Safety Adjunct Instructors

Step	In-Field Experience	Rate per Hour	Certification or Assignment Overrides
1	3 years	\$36.00	
2	7 years	\$39.00	Specialized Certification
3	11 years	\$42.00	Designated Lead or Paramedic Instructor
4	15 years	\$45.00	
5	19 years	\$48.00	
6	23 years	\$51.00	

Overloads

Overload refers to full-time faculty teaching assignments that exceed the standard 15 credit hour workload as defined by the institution's policies and contracts. Overloads are generally paid at the same rate as adjunct faculty compensation. All overload assignments are contingent upon the division's needs and are subject to approval by the appropriate chair/director and/or Dean, with final review by the Vice President for Academic Affairs.

Other Instructional Personnel Provisions

Equivalent credits for non-credit courses and activities for pay purposes are determined by the Vice President of Academic Affairs and computed based on the appropriate credit to contact hour relationship.

When enrollment is less than the minimum guideline for a given class, the Vice President of Academic Affairs or their delegate shall have the authority to cancel the class, combine classes to reach an equivalent minimum class size, and/or take any other action available to the College.

Compensation for applied lessons in the performing arts and for selected indirect supervision internships/preceptorships may be determined on a pro-rata basis, depending on student enrollments.

The President shall have the authority to compensate full or part-time instructional personnel on the appropriate credit or contact hour rate for teaching, developing, and working in selected non-credit courses such as workshops and seminars, and for curriculum development, special projects, or other similar activities.

Adjunct faculty members must complete annual mandatory training as any other College employee is required to do. Adjunct faculty members will be compensated \$50 for completing the training course after such training is complete.

Adjunct faculty members may be invited to attend workshops throughout the year. Adjunct faculty attending may receive a stipend for their participation, subject to the availability of funds and appropriate approvals.

ADDITIONAL PROVISIONS REGARDING PERSONNEL COMPENSATION

Salary Administration: If an employee works a fraction of a year, the employee will receive the pro-rated portion of the salary until the end of the fiscal year. The base may be appropriately reduced for employment periods or contracts of fewer than twelve months. The 12-month salary base also may be appropriately reduced for less than a full-time position.

Salary Increase: Annual Collegewide salary increases may be recommended to the Board of Trustees and are dependent upon the availability of funding. A recommended salary increase may be a general increase to base, or as discussed in the next section, a merit-based increase, or any other one-time or recurring type of increase available to the College under applicable law. Instructional employees on continuing contract or whose annual contract is renewed are eligible for an annual increase in salary in those years in which an increase is awarded, up to the maximum salary for the assigned level. The Board of Trustees upon recommendation of the President may impose requirements for the salary increase, such as, without limitation, a hiring cutoff or evaluation requirement. This section does not limit the President's authority to approve individual personnel actions throughout the fiscal year; upon approval of the President, a full-time employee may receive a one-time lump sum payment or any other type of increase to base salary.

Merit Increase: Upon recommendation of the President and approval of the Board of Trustees, all full-time employees may be eligible for a lump payment that increases base salary or a percentage increase to base salary at the beginning of the next fiscal year, contingent upon ongoing employment and future services rendered, that reflects meritorious performance of duties assigned to the role. In a year with a merit compensation recommendation, the merit compensation will be dependent upon prescribed factors as approved by the Board of Trustees. Additionally, merit increases will only be considered when College funding is available. This section does not limit the President's authority to approve individual personnel actions throughout the fiscal year; upon approval of the President, a full-time employee may receive a one-time lump sum payment or any other type of increase to base salary.

Collegewide Lump Sum: Upon recommendation of the President and approval of the Board of Trustees, a non-recurring salary increase or lump sum payment to all eligible employees may be awarded at any time during the fiscal year, contingent upon available funds. This non-recurring salary lump sum payment may be in addition to or in lieu of a regular salary increase. The Board of Trustees upon recommendation of the President may impose requirements for the lump sum payment, such as, without limitation, a hiring cutoff or evaluation requirement. Employees working through a performance improvement plan (PIP) are not eligible for a lump sum payment nor are those who do not meet the acceptable minimum of the annual performance evaluation.

Educational Attainment: Employees (non-instructional and faculty) may be considered to receive additional compensation in the form of a base salary increase of 3% for attainment of additional, relevant academic credentials through completion of approved coursework at a regionally accredited postsecondary institution. Consideration for educational attainment increase is not guaranteed, is discretionary based on the College's determination of its best interests and is contingent upon receipt by Human Resources of official transcripts, performance evaluations, budget, recommendation of the employee's supervisors, and receipt or consideration of any other factors or documentation that the College deems relevant; and approval by the President. An educational attainment increase to base salary must be requested between February 1 and April 1 of each year to be considered as part of the budget process. Credential, transcript, or other relevant verification documents must be available by this date. Educational attainment increases occur at the beginning of the next fiscal year. Generally, the College will offer the employee the higher of the available salary increases but generally does not stack salary increases. Please reference the employee handbook for additional information about criteria and justification for an educational attainment increase.

Contingent Funding for Positions: The College may offer positions which are funded by grants, contracts, or other third-party contingent funding. These positions are contingent upon the grant or contract funding and appropriate personnel processing in accordance with College procedures. These positions are defined as outlined in the award agreement or other granting document or at the recommendation of the grant project director and the approval of the President consistent with the award agreement or other granting document. These positions may be regular or temporary position types. Compensation of grant or contract personnel is based on grant/contract funding, education, experience, and the applicable pay grade within the comparable Salary Schedule. Grant or contract positions may require a probationary/evaluation period. Individuals employed through a grant have no expectation of employment beyond the expiration of the grant/contract. The President will review and approve most all requests for salary adjustments for grant- or contract-funded personnel. Workdays or hours will satisfy the grant or contract requirements or community being served. Positions which are paid out of contingent funds are subject to the ongoing funding from the applicable grant, contract, or other third-party source.

Non-Exempt Employees – Exceeding 40 Work Week Hours: For each hour worked in a work week more than 40 hours, If a non-exempt employee is directed by their supervisor to work more than 40 hours in a work week, for each hour in excess of 40 hours, NWFSC non-exempt employees are entitled to compensatory time or overtime pay in accordance with the provisions of the Fair Labor Standards Act (1.5 hours of compensatory time or 1.5 times the non-exempt employee's regular rate of pay for each hour worked in a work week more than 40 hours). The College offers compensatory time as a standard approach to occasion need for more than 40 hours within a work week, and compensatory time is approved by the direct supervisor. The College paying overtime pay for required work must be approved in advance by the direct supervisor and that supervisor's relevant Cabinet member in the employee's supervisory chain, and the relevant Cabinet member is responsible for ensuring that usable funds are available in the department's budget prior to such overtime being scheduled. Compensatory time off must be used at the mutual convenience of the supervisor and employee; provided, however, that the supervisor and employee arrange that the compensatory time be taken during the then-current pay period to ensure that compensatory time does not build up. Compensatory time may not be carried beyond the pay period in which it accrued without written authorization of the applicable Vice President Cabinet member in the employee's supervisory chain.

Non-exempt employees who travel, with the pre-approval of their supervisor, due to responsibilities directly related to their job duties should first seek to flex their work schedule to accommodate for time associated with travel, a meeting/conference, or other work duties while at a non-regular duty location. If the hours extend in excess of 40 in one week, the non-exempt employee must be compensated at 1.5 times pay either through compensatory time, which shall be tracked by the supervisor, or at their hourly rate which is tracked via a time sheet that must be submitted to payroll. Non-exempt employees will not be compensated for leisure time while working at a non-regular duty location. If flexing the employees' schedule is impossible, compensatory time based on the number of working hours in excess of 40 hours should be arranged in advance of the travel with the direct supervisor.

Exempt Employees Hours: Exempt employees are not eligible for overtime pay for work in excess of 40 hours in a work week. Exempt employees are also not eligible for compensatory time for work that extends beyond scheduled operating hours under the Fair Labor Standards Act (FLSA).

Demotion, Transfer, or Reclassification: Demotion is the transfer of an employee from a more senior classification or position or salary range within a classification to a junior classification or position or salary range within a classification. Upon demotion for cause, the employee will be placed at the new classification recommended by the appropriate Vice President and the Executive Director of Human Resources and approved by the President. A transfer is the assignment of an employee from one position to another within the same classification. Reclassification is defined as changing the class title, duties, and responsibilities for a particular position when those duties change substantially. When a reclassification occurs, the employee shall be placed at the classification level in the new position. Reclassifications may be temporary. Title changes are also subject to Presidential approval.

Reimbursement of Moving and Travel Expenses: The President may offer and must approve reimbursing Administrative or Executive full-time employees for moving expenses (household goods) not to exceed \$10,000, when the President deems such reimbursement is in the best interest of the College. Receipts must be submitted to Human Resources before any moving expenses are paid. This will be considered a taxable benefit and will be paid through payroll.

Insurance Benefits: NWFSC participates in the State Group Insurance Plan and all benefits offered are governed by the Department of Management Services.

Presidential Authority: The President has the authority to recruit, hire, assign, and transfer employees to any classification, position, or salary within the Salary Schedule. The President has the authority to pay employees supplementary compensation for additional work performed. A newly hired employee will generally start at the minimum applicable salary in the range; however, the President reserves the right to assign employees to the appropriate salary or hourly rate. Experience credit may be given to a candidate who can demonstrate full-time related work experience. At the President's discretion a stipend, salary over the published salary range, or scarcity pay may be given for any hard-to-fill position. The President may freeze salaries of personnel or reclassify personnel when changes in assignments or in operational or organizational circumstances necessitate, with the understanding that the compensation of such affected persons may (1) be reduced or (2) be frozen at the specified salary rate until circumstances make removal of the freeze feasible or until a reclassified person regains the appropriate pay level under a new classification. Should a reclassification provide advancement in classification for a person, their compensation shall be appropriately advanced. The foregoing and any other related request for deviation from the Salary Schedule must be submitted in writing and approved by the President.

President's Salary: The Board of Trustees determines the compensation of the President.

Board Policy, Employee Handbook, and Faculty Handbook: Further policy and procedure regarding personnel are in the policies set by the Board of Trustees and in the procedures published in the Employee Handbook and Faculty Handbook.

Modifications to Salary Schedule: The President has the authority to modify this Salary Schedule to the extent necessary to correct any error, reflect a uniform pay change within or across classifications, or upon comprehensive review of a salary schedule or classification within it.

CHS A+ Funds or Other CHS Allocations: The salaries and hourly rates for personnel who report through non-CHS divisions but who appear in the CHS budget are determined by the College's Salary Schedule and are classified as non-instructional and are not eligible for pay increases or one-time lump sum payments as may become available to CHS instructional staff through CHS A+ Funds or other CHS allocations.

PAYROLL CALENDARS

The College is closed the following days:

- Independence Day: Friday, July 4, 2025, and Friday, July 3, 2026 (12-month instructional faculty)
- Labor Day: Monday, September 1, 2025
- Veterans Day: Tuesday, November 11, 2025
- Thanksgiving Break: Wednesday, November 26 – Friday, November 28, 2025
- Winter Holiday Break: Thursday, December 18, 2025 – Thursday, January 1, 2026
- Martin Luther King, Jr. Day: Monday, January 19, 2026
- Spring Break: Monday, March 16 – Friday, March 20, 2026
- Memorial Day: Monday, May 25, 2026

Daily Rate: Annual salary divided by the total number of workdays in a fiscal year or, for 12-month instructional personnel only, an academic year.

- Number of Full-Time Non-Instructional Employee Workdays: 237
- Number of Full-Time Instructional Employee Workdays:
 - 9-Month: 167
 - 12-Month: 228

Leave Without Pay Computation: Daily rate times the number of days absent without paid leave. The amount of the computation generally will be deducted from salary in the month of absence.

New Employee Pro-Rata Computation:

- Compute daily rate.
- Compute monthly pay amount.
- Compute pro-rated salary amount: daily rate times the number of days remaining to be paid in the contract period.
- Multiply the monthly pay amount by the number of full months remaining in the contract period and subtract that amount from the pro-rated contract amount.
- The difference equals the pro-rated pay amount for the month of hire.
- New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on the payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate times the number of days actually worked for the fiscal year, less the salary paid since the beginning of the fiscal year.

2025-2026 PAYROLL CALENDAR			
PART-TIME HOURLY AND OTHER PERSONNEL			
Pay Period Begin Date	Pay Period End Date	Employee Time Sheet Submission Due from Supervisor to payroll@nwfsc.edu by 12:00 PM	Pay Date
6/13/2025	7/15/2025	7/15/2025	7/31/2025
7/16/2025	8/14/2025	8/14/2025	8/29/2025
8/15/2025	9/15/2025	9/15/2025	9/30/2025
9/16/2025	10/15/2026	10/15/2026	10/30/2026
10/16/2026	11/13/2025	11/13/2025	11/25/2025
11/14/2025	12/15/2025	12/15/2025	12/17/2025
12/16/2025	1/15/2026	1/15/2026	1/30/2026
1/16/2026	2/12/2026	2/12/2026	2/27/2026
2/13/2026	3/11/2026	3/11/2026	3/31/2026
3/12/2026	4/15/2026	4/15/2026	4/30/2026
4/16/2026	5/14/2026	5/14/2026	5/29/2026
5/15/2026	6/15/2026	6/15/2026	6/30/2026
6/16/2026	7/15/2026	7/15/2026	7/31/2026
Gross Pay Computation: Hours worked by the employee's hourly rate (per employment letter).			

2025-2026 PAYROLL CALENDAR			
FULL-TIME NON-INSTRUCTIONAL PERSONNEL			
Pay Period Begin Date	Pay Period End Date	Number of Work Days	Pay Date
7/1/2025	7/31/2025	22	7/31/2025
8/1/2025	8/31/2025	21	8/29/2025
9/1/2025	9/30/2025	21	9/30/2025
10/1/2025	10/31/2025	23	10/31/2025
11/1/2025	11/30/2025	16	11/25/2025
12/1/2025	12/31/2025	13	12/17/2025
1/1/2026	1/31/2026	20	1/30/2026
2/1/2026	2/28/2026	20	2/27/2026
3/1/2026	3/31/2026	17	3/31/2026
4/1/2026	4/30/2026	22	4/30/2026
5/1/2026	5/31/2026	20	5/29/2026
6/1/2026	6/30/2026	22	6/30/2026
TOTAL WORK DAYS:		237	
Monthly Pay Amount: Annual salary divided by twelve (12).			

2025-2026 PAYROLL CALENDAR FULL-TIME 12-MONTH FACULTY			
Pay Period Begin Date	Last Work Day of the Term/ Pay Period End Date	Number of Work Days	Pay Date
8/12/2025	8/31/2025	14	8/29/2025
9/1/2025	9/30/2025	21	9/30/2025
10/1/2025	10/31/2025	23	10/31/2025
11/1/2025	11/30/2025	16	11/25/2025
12/1/2025	12/12/2025	10	12/17/2025
1/5/2026	1/31/2026	19	1/30/2026
2/1/2026	2/28/2026	20	2/27/2026
3/1/2026	3/31/2026	17	3/31/2026
4/1/2026	4/30/2026	22	4/30/2026
5/1/2026	5/8/2026	18	5/29/2026
5/13/2026	5/31/2026		
6/1/2026	6/30/2026	22	6/30/2026
7/1/2026	7/31/2026	22	7/31/2026
8/1/2026	8/6/2026	4	8/31/2026
TOTAL WORK DAYS:		228	
12 Month Faculty: Compensation for September 2025 through July 2026 will be divided into <u>twelve equal</u> checks. The remaining balance (1/12th of salary) will be split in half with the first half paid in August 2025 and the other half paid in August 2026 . Commencement: Full-time instructional personnel are expected to attend all Commencement events.			

2025-2026 PAYROLL CALENDAR FULL-TIME 9-MONTH FACULTY				
Pay Period Begin Date	Last Work Day of the Term/ Pay Period End Date	Number of Work Days	DEFAULT Pay Schedule (12 months)	OPT-In Pay Schedule* (9 months)
8/12/2025	8/31/2025	14	8/29/2025	8/29/2025
9/1/2025	9/30/2025	21	9/30/2025	9/30/2025
10/1/2025	10/31/2025	23	10/31/2025	10/31/2025
11/1/2025	11/30/2025	16	11/25/2025	11/25/2025
12/1/2025	12/12/2025	10	12/17/2025	12/17/2025
1/6/2026	1/31/2026	18	1/30/2026	1/30/2026
2/1/2026	2/28/2026	20	2/27/2026	2/27/2026
3/1/2026	3/31/2026	17	3/31/2026	3/31/2026
4/1/2026	4/30/2026	22	4/30/2026	4/30/2026
5/1/2026	5/8/2026	6	5/29/2026	n/a
6/1/2026	6/30/2026	0	6/30/2026	n/a
7/1/2026	7/31/2026	0	7/31/2026	n/a
TOTAL WORK DAYS:		167		
*Faculty compensation defaults to a 12-month pay period with pay divided into twelve equal checks paid August through July. Faculty have the option to opt-in to a 9-month pay schedule with pay divided into nine equal checks, paid per the schedule above. Faculty who desire a 9-month pay schedule must complete the appropriate paperwork in HR prior to the contract start date. Once selected, the 9-month opt-in pay plan is irrevocable during the contract period and must be renewed annually. Commencement: Full-time instructional personnel are expected to attend all annual Commencement events.				

2025-2026 PAYROLL CALENDAR			
PART-TIME FACULTY - COLLEGE CREDIT AND NON-CREDIT			
Semester	Pay Period Begin Date	Pay Period End Date	Pay Date
Fall Semester	8/13/2025	8/31/2025	8/29/2025
	9/1/2025	9/30/2025	9/30/2025
	10/1/2025	10/31/2025	10/31/2025
	11/1/2025	11/30/2025	11/25/2025
	12/1/2025	12/12/2025	12/17/2025
Spring Semester	1/1/2026	1/31/2026	1/30/2026
	2/1/2026	2/28/2026	2/27/2026
	3/1/2026	3/31/2026	3/31/2026
	4/1/2026	4/30/2026	4/30/2026
	5/1/2026	5/8/2026	5/29/2026
Summer Semester	5/13/2026	6/30/2026	6/30/2026
	7/1/2026	7/31/2026	7/31/2026
	8/1/2026	8/31/2026	8/31/2026
Pay Calculations: Contract amounts for Fall, Spring, and Summer Semester are divided by the number of pay dates remaining when received/processed in Human Resources and paid in the same number of equal installments.			



NORTHWEST FLORIDA
STATE COLLEGE



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